

# **Inside**

# **ASTRA**<sup>TM</sup>

## **Millennium Range**

part of the

***ASTRA Desk Top Accounting***

range of integrated software for

**A**dvanced  
**B**usiness  
**C**ontrol

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# Contents

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<b>Contents</b>	<b>2</b>
<b>Software Registration and Support</b>	<b>5</b>
Training	5
Telephone Support	5
Receiving New Versions or Updates	5
With Software Update Maintenance	5
Without Software Update Maintenance	6
Upgrading from Single to Multi-User	6
What to do when an Update is received	6
Registration Key Procedure	6
<b>Installation</b>	<b>8</b>
ASTRA Software	8
Configuration - Macintosh	8
Configuration - PC	8
PC and Macintosh Compatibility Issues	8
Databases - all platforms	8
Electricity Supply	9
Backing Up Data	9
Backup Unit	9
Hard Disk for Accounts Database	10
ASTRA Program Installation	10
Update Warning	10
PICT or EMF Forms & Stationery Folder	10
Macro Files	10
Pictures	10
Adverts	11
Multi-User Installation	11
Accounts System Responsibility	11
Closing Down the Network	11
Quitting from ASTRA	11
<b>Software Generalities</b>	<b>12</b>
Ribbon Menu	12
Screen Shots	13
ASTRA Icons	13
Menus	14
Menu Permissions	14
Access Level	15
Menus - Main menu	16
Menus - Menu/Sub menu	16
Mouse, Cursors and Icons	18
Keyboard	18
Windows	19
Entering Data into a Window	22
Saving Changes	22
Warning and Message windows	22
Account On Hold	22
Account Over its Credit Limit	23
Printing Reports	23
Using the printer	24

Entering Dates	25
For Period Menu	26
Tax	26
Standard Deferred Tax and Cash Accounting	26
<b>Running ASTRA For The First Time</b>	<b>27</b>
Launching ASTRA	27
Creating a Database	27
Opening a Database	28
Entering Initial Information	29
<b>Setup</b>	<b>32</b>
Company Details	33
Invoicing	34
Sales Ageing Terms	37
Purchase Ageing Terms	38
POS	39
Details	40
Cash Drawer	43
Display Unit	43
Adverts	44
Tills	45
Tax Rates	45
Country Codes	46
Income Methods	47
New Income Method	48
Transactions	49
Accounting Periods	51
Sales Orders	52
Purchase Orders	53
Stationery	54
Printer Drivers	56
Customising Reports	57
Labels	69
Barcode Reader	73
Localisation	74
File Locations	77
Stationery Folder for Macintosh	77
Stationery Folder for PC	78
Nominal Accounts	80
Nominal Accounts Layout	80
Balance Sheet Layout	81
Control Account Layout	81
Languages	82
Currencies	83
Window Colours	83
<b>Tax Returns</b>	<b>85</b>
<b>Housekeeping and</b>	<b>86</b>
<b>Year End</b>	<b>86</b>
Housekeeping	86
Transactions	87
Back Orders	87
Jobs	88
Spooled Invoices	88
Year End	88

Year End Completed	89
Late Sales, Purchases and Journals	89
<b>File</b>	<b>90</b>
New	90
Open	90
Close	91
Company File Sizes	91
Serial Barcode Reader (Macintosh Only)	92
Barcode Labels	93
Setup	93
Macros	93
Utilities	94
Auditors Note	94
Reset Flags	95
Reset Accounts	96
Page Setup	97
Quit	98
<b>Edit Menu</b>	<b>99</b>
<b>Info Menu</b>	<b>101</b>
Locating Info Items	101
Scrolling	103
Automatic Entering of Information from Help	103
Close All Windows	105
Close Active Window	105
<b>Index</b>	<b>106</b>

# Software Registration and Support

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Please complete the registration form at the beginning of this manual noting the various options as applicable. This should be sent to S&S within 28 days so we may register your company as a licensed user and for you to receive details of any updates or enhancements.

## Training

S&S or your dealer can provide installation and training. This ranges from basic 'getting started' to full and in-depth specific courses. Initial training on the PC or Macintosh computer can also be arranged.

## Telephone Support

S&S or your dealer can provide direct Hot-Line support, **ASTRA** Telephone Support (ATS), which provides help towards the general running and operation of **ASTRA**. It helps in answering 'day-to-day' or unusual questions when the answers cannot be found in the manuals. ATS is available during normal working hours, or alternatively a letter, fax or email enquiry may be made. To receive support, ATS must be paid for and current. A serial number of the **ASTRA** system and company name to whom the system is licensed to must be provided when requesting help. On the Mac version this can be found from the 'About AstrA™ Desk Top Accounting' menu under the Apple menu. On a PC version this can be found from the 'About AstrA™' menu under the Help menu. Generally answers will be given the same day and in many cases immediately.

## Receiving New Versions or Updates

There are two options currently available to obtain **ASTRA** upgrades and new versions for registered users:

### With Software Update Maintenance

Software Update Maintenance (SUM), can be taken out at any time within the first 3 months of purchasing **ASTRA** and is usually taken out at the time of registration. This ensures that updates for the licensed sections purchased are received free of charge, for a period of 12 months, commencing from the date of purchase. When an update is required, the original **ASTRA** disks must be returned to S&S together with a pre-paid and addressed container suitable for their return. If SUM is taken out an annual renewal invoice will automatically be sent, thus ensuring future upgrade facilities. It can be cancelled at any

time by not paying the renewal invoice.

Please note that SUM cannot be taken out after the initial period of 3 months has elapsed or if the subsequent annual renewal lapses. The following option would then be applicable:

### **Without Software Update Maintenance**

If Software Update Maintenance is not taken out or has lapsed, new versions of **ASTRA** can be purchased as and when required. Current prices are available from **ASTRA** dealers or S&S.

### **Upgrading from Single to Multi-User**

To upgrade a single-user system or add additional users to a multi-user system, please contact **ASTRA** dealers or S&S.

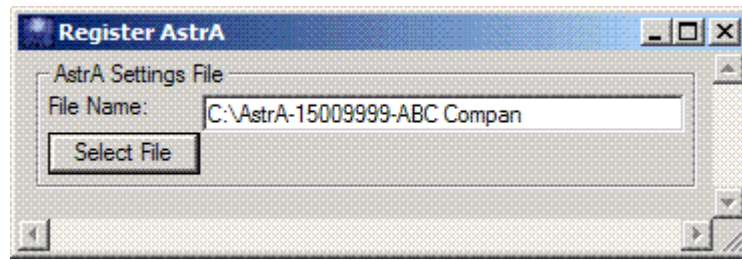
### **What to do when an Update is received**

Carefully follow the instructions supplied with the new update. These usually take the form of a 'Read Me' file called 'Update Procedures'. Open this file and print out the instructions. If there are any doubts on how to update, contact your dealer or S&S. Updates should only be performed after you have taken backups of your original accounts database.

### **Registration Key Procedure**

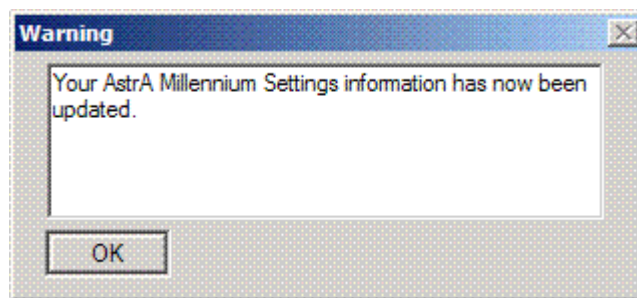
As new databases are created, they must be registered with the supplied **ASTRA** Registration Key. To register a database, do the following:

- If a Macintosh version, ensure that the **ASTRA** Router™ is the latest version, running and correctly configured on your Server.
- Launch the new **ASTRA** Millennium program from your hard disk and open your database.
- Go to the File/Utilities/Register Astra menu which may be the only menu available. This will display a dialog box as show below.



**Register Astra window**

- Click the Select File button and locate the **ASTRA** Registration file using the standard open file dialogue. Once you have selected the file, the 'File Name:' field will contain the path name to the file and the text 'AstrA', your AstrA Serial number and the first 10 digits of your company name, each separated with a hyphen. Please confirm the serial number is correct before you proceed.
- Click the OK button or press enter on your keyboard (twice) to register your new **ASTRA** program. This procedure only needs to be done once on each licensed data file you have, ie in a multi-user environment, you do not need to do this for each user. If the registration is successful, a message is displayed as shown below.



**Registration Confirmed window**

- Go to the 'About **ASTRA**' menu and verify your company details are correct.

You have now registered your **ASTRA** system and can continue using the system.

This procedure must also be performed when an update is received. Please refer to the installation notes supplied with the update for any additional messages and steps that may be required.

# Installation

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## **ASTRA Software**

The **ASTRA** software package should be a multi-user version if using more than one computer. A single user system can be updated to a multi-user system at any time without the need for any data re-entry.



## **Configuration - Macintosh**

A Power Macintosh with at least 4MB of free RAM and a minimum OS of 8.6. Each user's System file must have the following fonts installed: Chicago 12, Courier 12, Geneva 9 and Monaco 9 and 12. These fonts are usually included in the standard system as supplied with the computer. If in doubt, please contact your dealer. Without these fonts some of the printed reports or text in the windows may appear strange or may be missing.

## **Configuration – PC**

A PC with at least 128MB of RAM, a Pentium 350Mhz CPU or higher, at least 4GB disk space and be running Windows XP, Windows 2000, Windows NT, Windows Me or Windows 98SE. Each user's PC must have the standard Windows fonts installed. Without these fonts some of the printed reports or text in the windows may appear strange or may be missing.

## **PC and Macintosh Compatibility Issues**

The majority of the PC and the Macintosh **ASTRA** Millennium applications and their features are fully compatible with each and can successfully use the same SQL or MSDE database. However, there are a small number of features that may differ or in some cases may be available in one platform and not the other. To avoid confusion when explaining a PC or Macintosh specific feature, the relevant section of text will be preceded with either an  symbol for a PC or an  symbol for the Macintosh. Where you see these symbols indicates whether the feature is specifically for the PC or Macintosh.

## **Databases - all platforms**

For a single-user system on a Macintosh, Microsoft MSDE or Microsoft SQL 7/2000 is required to be installed on a PC server with suitable networking as MSDE or SQL Server is currently unavailable on Macintosh. For multi-user systems, it is advisable to use Microsoft SQL 7/2000.



For a single-user system on a PC, Microsoft MSDE or Microsoft SQL 7/2000 is required. For multi-user systems, it is advisable to use Microsoft SQL 7/2000 on a PC server with suitable hardware and networking.

Microsoft Data Engine (MSDE) is a client/server-based local data storage tool compatible with Microsoft SQL Server. MSDE runs under Microsoft Windows NT 4.0 or later and Windows 98 or later. It is designed and optimised for use on smaller computer systems, such as a single user computer or small workgroup server. MSDE is based on the same data engine as SQL Server, and because of this, client/server applications can integrate with either MSDE or SQL Server without changes to the application. MSDE does not include administrative tools or reference material, which can make administering MSDE more difficult than SQL Server. Although MSDE is functionally equivalent to SQL Server, MSDE is not as feature-rich as SQL Server.

## Electricity Supply

It is important to ensure that the computer system is powered by a good clean electricity supply. If there is any doubt, have the mains supply checked and fitted with suitable filters. It is also advisable to have an emergency power supply unit fitted to all computer supplies.

**If the mains supply to any computer unit is disrupted, even for a fraction of a second, then valuable data WILL be lost. Remember to perform data backup routines on a regular basis to minimise this possible loss.**

## Backing Up Data

The regular or daily backing up of programs and databases onto some form of removable storage medium is absolutely essential - these backups then need to be taken out of the building to prevent loss or damage. It is recommended that backing up is carried out onto at least two completely separate sets of media, alternating them each time to ensure that one set will exist should the hardware or power fail whilst actually backing up!

The manuals supplied with the computer, hard disk or network system provide the guide-lines for performing backups. Ensure that these are understood and enlist the help of a dealer if necessary.

## Backup Unit

A suitable backup unit, eg tape unit, CD-ROM or removable hard disks, with two or more sets of tapes or removable cartridges is recommended. This unit is usually situated with the main computer or server. Contact your dealer or S&S for details.

## Hard Disk for Accounts Database

The size of the hard disk depends on the number of stock items, accounts and transactions etc, which are to be processed and stored. The hard disk storage is mounted on to the main Microsoft™ NT server and is accessed via the Microsoft™ SQL ODBC Drivers. Please refer to your Microsoft™ NT & SQL Server installation manuals for further details.

## ASTRA Program Installation

Please refer to the installation instructions provided which contain the latest procedures and installation information.

### Update Warning

Remember to update each user when an **ASTRA** update becomes available. **Never use different versions of ASTRA on the same network as this could cause problems and can seriously damage the accounts database and render it unusable.**

## PICT or EMF Forms & Stationery Folder

If it is required to print custom layouts on plain paper rather than on pre-printed stationery when using such as a Laser printer, the document layouts can be produced with a drawing application. The forms must be saved in the file format known as PICT, PICT 2 or EMF if using colour or grey scales in your documents. Give them suitable names, eg Invoices, Statements, etc. Example form templates are provided in the S&S Stationery folder. Use them to help design customised layouts. The created forms must be specified in Stationery Forms which is located in Setup, File Locations.

## Macro Files

It is advisable to store the macro files in the same folder as the accounts database for ease of location. Various sample macros are provided and additional customised macros can be created by S&S or an **ASTRA** dealer.

## Pictures

If it is required to print stock pictures, they can be produced with a drawing application. The pictures must be saved in the file format known as PICT, PICT 2 or EMF if using colour or grey scale. The created pictures must be specified in Stock Pictures which is located in Setup, File Locations.

## **Adverts**

If it is required to print adverts to screen, they can be produced with a drawing application. The adverts must be saved in the file format known as PICT, PICT 2 or EMF if using colour or grey scale. The created pictures must be specified in Point of Sale Adverts which is located in Setup, File Locations.

## **Multi-User Installation**

The **ASTRA** multi-user version operates over a network system. Install the application onto each user's computer when using a Multi-User system.

## **Accounts System Responsibility**

Multi-user operation needs sufficient control to ensure that users take into account other users on the system when performing certain procedures, eg a user should not delete customer records or run a Housekeeping routine whilst other users are logged onto the system. Menu Permissions should be used to prevent unauthorised access to various sections of the system.

## **Closing Down the Network**

Follow the guidelines as outlined in the network software for closing down or switching off the network in an orderly fashion. All users should be informed when this is about to happen to prevent them being logged off the system without their knowledge.

## **Quitting from ASTRA**

Remember to quit from the application in the correct manner using the Quit option from the File menu.

# Software Generalities

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This section explains how to operate windows, menus and buttons etc, within **ASTRA**, and how to enter data and print out reports. These functions are common to all sections of **ASTRA**.

Familiarity with the handling of the computer's mouse, pull down menus and the desktop, together with the method of copying files or folders is assumed. If help is required in these areas, please read the manuals supplied with the computer or contact your dealer who will be happy to arrange the necessary training. It is wise to do this before implementing the **ASTRA** system.

## Ribbon Menu

**The buttons on the ribbon menu carry out specific tasks such as printing and filing.**



**Ribbon Menu**

The OK and clear buttons on the ribbon are to replace the OK and cancel buttons which were previously on the windows, eg when saving information in a window click the OK button on the ribbon menu.

The buttons (from left to right) perform the following tasks:

**OK** - This is to replace the OK button that was previously displayed on the window.

**CLR** - This is used to clear data which has just been entered into a window and will leave the window in the same condition as when it was first opened.

**Go Back all Records** - by clicking this button the program will go back all records that are currently being viewed, eg if the stock details window is open and this is clicked it will go back all records and display the last record. To stop at a record press the 'Pause' button.

**Go Back 1 Record** - by clicking this button the program will go back 1 record, eg if the stock details window is open and this button is clicked it will go back 1 record and display that particular record.

**Go Forward 1 Record** - by clicking this button the program will go forward 1 record, eg if the stock details window is open and this is clicked it will go forward 1 record and display that particular record.

**Pause** - use this 'Pause' button to view a record if you have selected 'Go Back

all Records' or 'Go forward all Records'.

**Go Forward all Records** - by clicking this button the program will go forward all records that are currently being viewed, eg if the stock details window is open and this button is clicked it will go forward all records and display the last record. To stop at a record press the 'Pause' button.

**Note Pad** - this allows extra information to be added to individual records, eg customer's details or stock details. To use, open a customer details window and click on the note pad button. A note pad window will appear in which information can be written, eg customer sales contact, preferences.

**Text Font, Style, Colour** - this is used to change the font and style of selected text.

**Resume Print** - click this button to resume printing.

**Pause Print** - click this button to pause printing.

**Cancel Print** - click this button to cancel printing.

**Print Window** - click this button to print the current active window. If the print dialog is cancelled, the window contents will remain in the Clipboard and so can be pasted into another document for printing at a later stage.

## Screen Shots

The **ASTRA** manuals contain many pictures, ie screen shots, of screens which appear as the system is set up and run. Please note that some screen shots may look slightly different from the ones which appear on your computer as some have been reduced or only partly shown for convenience or are Macintosh or PC based. Graphics in this document are used as learning examples only and your icons and screen images may therefore be different.

## ASTRA Icons

**ASTRA** produces several icons when saving data to disk. These are shown below and are the Program, Disk Text File and Barcode Label for Macintosh.

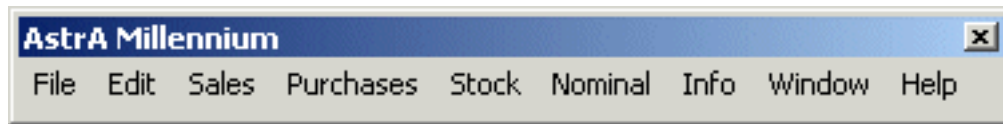


**ASTRA Icons**

For PC icons, the program icon (the first one shown above) is the same and report icons will adopt the Windows icon attached to the respective application used for reading the reports as specified in the File Type fields in File Locations, eg 'txt' would display the icon of Notepad. Note there is no Barcode Label icon as this section is not included for the PC.

## Menus

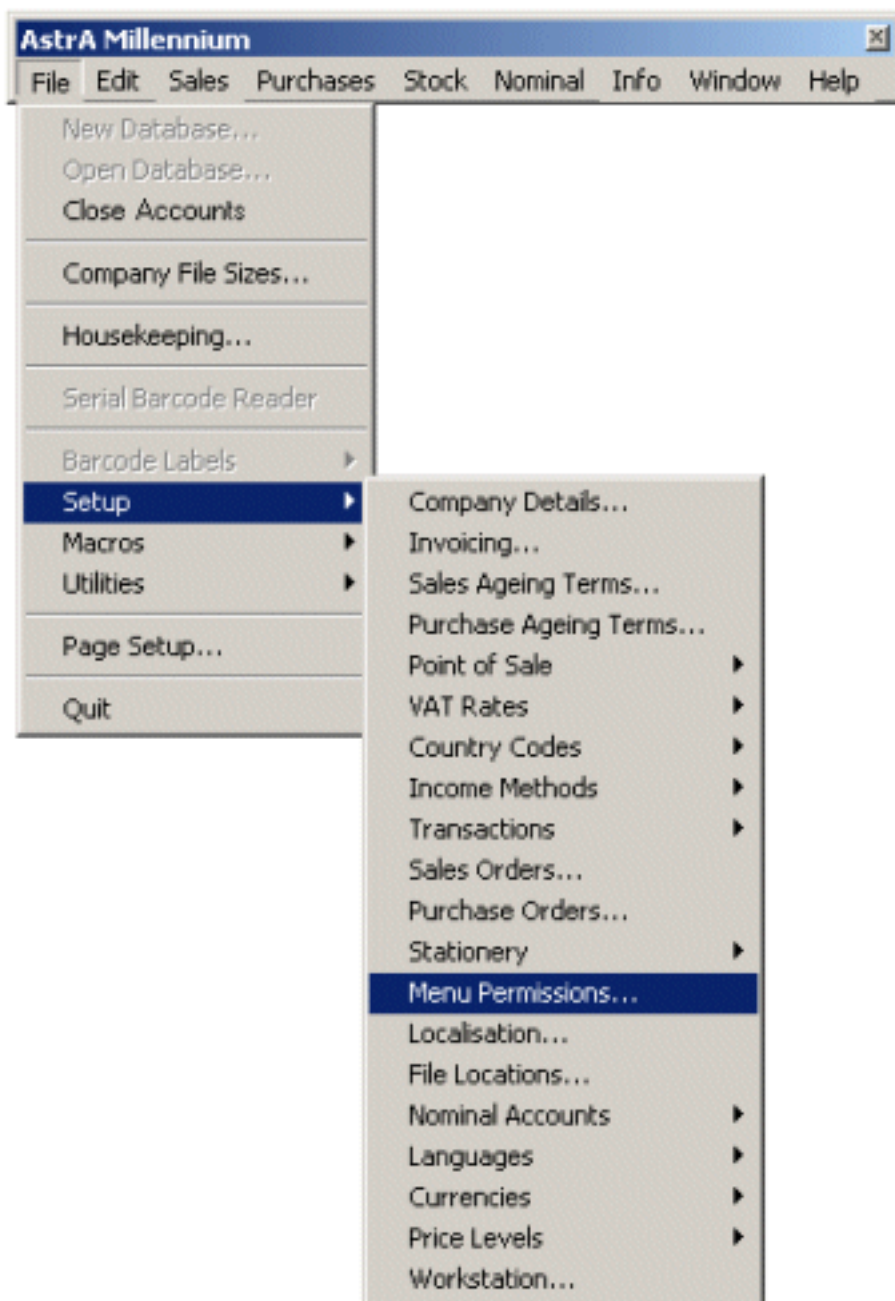
The various section menu headings are shown across the top menu bar of the screen. Some will be in black and others may be dimmed, ie greyed, depending upon access levels and which **ASTRA** sections have been installed. If a database has not been opened, most menus and options will be dimmed.



**ASTRA Menu Headings**

Clicking and holding down the mouse button on any of these headings causes a menu, which may be hierarchical containing additional menus, to appear beneath, from which the required menu option can be made.

## Menu Permissions




**Menu Permissions Menu**

## Access Level

To set 'Access Levels' you choose the relevant User Group under 'Options'. Next go to the headings at the top of the Menu Permissions Window and click in the box of the section you require. For example, if you click Sales, you will be presented with a list of options. Only leave the boxes clicked that you want to be accessible to the 'User Group' which has been selected. Next click the headings down the right-hand side of the Menu Permissions Window. You will now be presented with a list of facilities the user can access. Again only leave the boxes clicked that you want the user to access. Continue working in this way until you have selected all of the headings accordingly. To file, click the OK button on the menu bar. Note that you must have a user, usually the System Supervisor that can access the Menu Permissions menu to edit these settings.

The User Groups are those that are defined by SQL Server, ie those as defined by 'Roles' in a selected database. Please refer to your SQL documentation for more details. The selectable menu options are:

### **Menus - Main menu**

File - New Database, Open Database, Close Database, Company File Sizes, Housekeeping,  Serial Barcode Reader, Setup, Macros, Utilities, Page Setup, Quit

Sales - Transactions, Jobs, Customers, Agents, Sales Centres, Customer Types, Reports

Purchases - Transactions, Suppliers, Cost Centres, Reports

Stock - Transactions, Details, Categories, Warehouse, Product Tracking, Reports

Nominal - Transactions, Vat, Account Details, Group Details, Department Details, Reports

Info - Sales Accounts, Customers, Customer Types, Sales Centres, Agents, Jobs, Purchase Accounts, Suppliers, Cost Centres, Stock Items, Alternative Stock, Stock Categories, Back Orders, Warehouses, Nominal Accounts, Nominal Groups, Departments, VAT Rates, Product Tracking, Setup Help

Window - Close All Windows, Close Active Window

Help - About **ASTRA**

### **Menus - Menu/Sub menu**

Sales/Transactions - Point of Sale, Sales Orders, Sales Invoices, Sales Credit Notes, Job Invoices, Pro-Forma Invoices, Open Item Invoices, Print Open Item Invoices, Tele-Sales Invoices, Print Tele-Sales Invoices, Manual Invoices, Manual Credit Notes, Money Received, Cancelled Receipts, Sales Adjustments

Sales/Jobs - Existing Jobs, New Jobs, Delete Jobs

Sales/Customers - Existing, New, Delete, Contacts: Existing, New, Delete, Sales Accounts: Existing, New, Delete, Sales Accounts Budgets

Sales/Agents - Existing, New, Delete, Set Targets

Sales/Sales Centres - Existing, New, Delete, Sales Centres Targets

Sales/Customer Types - Existing, New, Delete, Customer Types Targets

Sales/Reports - Statements, Aged Debtors, Customer Ledgers, Invoices Due, Sales Stock Ledgers, Sales Back Orders, Stock Memos, Jobs Report, Customers' Details, Customers' Mailing Labels, Agents' Details, Agents'



Summary Analysis, Agents' Detailed Analysis, Period Sales Analysis, POS Daily Audit Trail, Sales Daily Audit Trail.

Purchases/Transactions - Purchase Orders, Invoices, Credit Notes, Pay Suppliers, Cancelled Payments, Transactions on Hold, Purchase Adjustments

Purchases/Suppliers - Existing, New, Delete, Contacts: Existing, New, Delete, Purchase Accounts, Existing, New, Delete, Purchase Account Budgets

Purchases/Cost Centres - Existing, New, Delete, Set Budgets

Purchases/Reports - Aged Creditors, Suppliers' Ledgers, Invoices Due, Purchase Stock Ledgers, Purchase Back Orders, Suppliers' Details, Suppliers' Mailing Labels, Cost Centre Details, Summary Analysis, Detailed Analysis, Period Purchase Analysis, Daily Audit Trail

Stock/Transactions - Purchase Orders, Goods Received, Stock Issues, Stock Returns, Stock Manufacture, Stock Level Adjustments

Stock/Details - Existing, New, Delete, Manufactured Items, Manual Price Changes, Automatic Price Changes

Stock/Categories - Existing, New, Delete

Stock/Warehouses - Existing, New, Delete, Set Targets

Stock/Product Tracking - Existing, New, Delete, Batch

Stock/Reports - Product Lists, Low Stock, Sales Stock Ledgers, Purchase Stock Ledgers, Stock Categories, Sales Back Orders, Stock Memos, Purchase Back Orders, Component Usage, Product Tracking, POS Transactions Journal, Stock Transactions Journal

Nominal/Transactions - Journal Entries, Payments, Currencies, Bank Reconciliation, Exchange Rates, Revalue Foreign Currencies, Year End

Nominal/VAT - Sales VAT Journal, Purchase VAT Journal, VAT Return, Pay VAT, Receive VAT Refund, EC Sales Listing

Nominal/Account Details - Existing, New, Delete, Account Budgets

Nominal/Group Details - Existing, New, Delete

Nominal/Dept Details - Existing, New, Delete

Nominal/Reports - Bank List, Bank Balances, Trial Balance, Profit & Loss, Balance Sheet, Account Layout, Nominal Ledger, Nominal Daily Audit Trail


Info - Sales Accounts, Customers, Customer Types, Sales Centres, Agents, Jobs, Purchase Accounts, Suppliers, Cost Centres, Stock Items, Alternative Stock, Stock Categories, Back Orders, Warehouses, Nominal Accounts, Nominal Groups, Departments, VAT Rates, Product Tracking, Setup Help



Window - Close All Windows, Close Active Window

Help – About **ASTRA**

**WARNING** - always ensure that a least one Group or User has access rights to this menu item. If this menu is disabled, it is impossible to reset it from within the application.

## Mouse, Cursors and Icons

**ASTRA** adopts all of the standard PC and Macintosh protocols when working with menus, windows, mouse and keyboard. The mouse and cursor keys operate just as in any other application, although there are additional functions within **ASTRA**, eg when moving the cursor into a ‘tickable’ column, the  cursor will change into a tick or a cross. This enables the operator to make selections.

On a number of windows, it is possible to resize the column width by placing the cursor over the column header line until the column adjust cursor (last cursor show below) is displayed. Once the cursor is shown, hold the mouse button down and drag the column to the desired width. To restore the column width setting to their default size,  hold the option key or  Ctrl and Shift keys down when opening the window.



## Keyboard

The keyboard is used to enter data into the windows. Additional functions from the keyboard are:



To move from field to field - press either the Tab, Return or use the Cursor keys.

To acknowledge a highlighted button - click on it or press the Enter key



**Highlighted button**

To Cancel data entered into a window - click on the CLR button on the ribbon menu. This is not used to close a window - it is used to cancel data which has just been entered into that window and will leave the window in the same condition as when it was opened.

If the data, which has just been entered in a field, needs to be duplicated into the next field, move to the desired field and  hold down the Command key and press the ‘D’ key, to duplicate,  hold down the Ctrl key and ‘D’ key to duplicate.

When operating POS (Point of Sale) and adverts are enabled and displayed, pressing the space bar will re-activate the current sales window. When in the Money Received window, pressing the space bar will move to a pre-set receipt method, this is explained in detail in the **Sales** and **POS** manuals.

There are certain fields in a window which require data. If the operator leaves them blank and clicks OK or presses the enter key, a suitable error message will be given, eg 'A value must be entered for this item, please try again.' Note that account codes can be alpha-numeric and are not restricted to numbers only.

The screenshot shows a software window titled "Purchase Invoices". It contains several sections for data entry:

- Supplier Details:** Supplier Code (EDS01), Voucher (103), Supplier Name (Express Delivery Service), Account Code (EDS01), and Account Name (Express Delivery Service).
- Currency Details:** Currency name (Sterling), Profit and Loss Rate (1.000000), and Balance Sheet Rate (1.000000).
- Invoice Details:** Reference (blank), Date (21/1/2002), Description (blank), Total Amount (blank), and Tax Amount (blank). There is also a checkbox for "Nominal Account Amounts include T."
- Payment Details:** Discount Percent (blank), Settlement Days (6), and a radio button for "Pay Now".

A "Warning" dialog box is overlaid on the bottom right of the main window. It contains the text: "A value must be entered for this item, please try again." and an "OK" button.

**Empty Field Error Message window**

## Windows




**Windows Controls for Macintosh - top**

To move and reposition a window, click and hold the mouse down on the window's top title bar, then drag the window to its new location. A dotted line will appear showing the size and position of the window as the mouse is moved.

To make the window smaller, click on the 'Zoom' box which is the left box at the top right-hand corner of the window. Clicking on it again will return the window back to its original size.

To minimise or collapse a window, click on the 'Collapse' box which is at the top right-hand corner of the window. Clicking on it again will display the window again.

To close a window, click the 'Go Away' box at the top left corner of the window or select 'Close Active Window' from the help menu. **Closing a window will not file the data** - all newly entered data will be lost as the window is simply closed. (To file the data, click the OK button etc). To close all windows, select the 'Close All Windows' option from the Help menu or hold the  option key down whilst clicking the go away box.

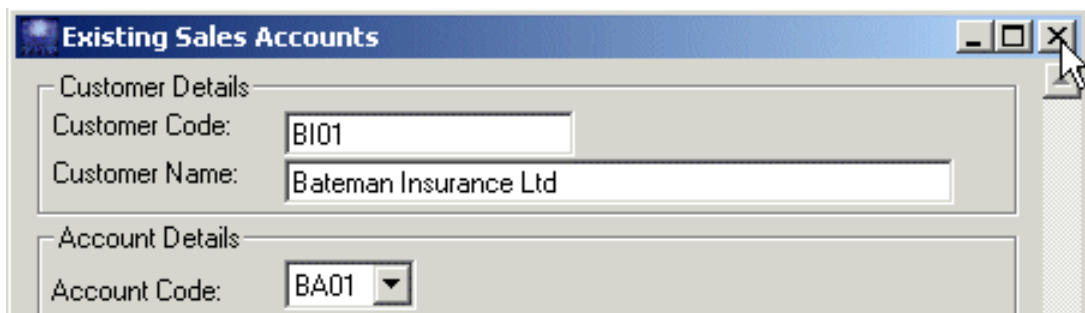


**Windows Controls for Macintosh - bottom**

To resize a window use the standard drag box at the bottom right of the window, or click the zoom box in the top right-hand corner of the window.

If there is more than one window open on the screen, only one will be active. The active window is shown by the lines on the title bar, ie non-active windows have a plain title bar showing. To make a window active, click anywhere on it to automatically bring it to the front or re-select from the appropriate menu.

To select a window that has been hidden by another window, re-select the window from the appropriate menu. When in POS, the applicable POS invoice number from the Windows menu can be selected to bring that invoice to the front.



**Windows Controls for PC - top**

To move and reposition a window, click and hold the mouse down on the window's top title bar, then drag the window to its new location. A solid line will appear showing the size and position of the window as the mouse is moved or the contents of the window will be shown if the 'Show windows contents while dragging' is enabled from the Display properties settings.

To make the window fit the screen, click on the 'Zoom' box which is the middle box in the top right-hand corner of the window. Clicking on it again will return the window back to its original size.

To minimise or collapse a window, click on the 'Minimise' box which is the left box in the top right-hand corner of the window. Clicking on it again will display the window again.

To close a window, click the 'Go Away' box at the top right corner of the window or select 'Close Active Window' from the Window menu. **Closing a window will not file the data** - all newly entered data will be lost as the window is simply closed. (To file the data, click the OK button etc). To close all windows, select the 'Close All Windows' option from the Windows menu.



**Windows Controls for PC - bottom**

To resize a window use the standard drag box at the bottom right of the window, or click the zoom box in the top right-hand corner of the window.

If there is more than one window open on the screen, only one will be active. The active window is shown by the lines on the title bar, ie non-active windows have a plain title bar showing. To make a window active, click anywhere on it to automatically bring it to the front or re-select from the appropriate menu.

To select a window that has been hidden by another window, re-select the window from the Windows menu. When in POS, the applicable POS invoice number from the Windows menu can be selected to bring that invoice to the front.

## Entering Data into a Window

To enter data into a window, type the required text into the relevant text box. Occasionally it may not be possible to enter any more characters into a text box even though there appears to be spaces left. This happens when using a proportional font and the maximum number of characters have been entered.

## Saving Changes

When changes have been made in a window, the window has been updated or it is wished to perform additional operations, press the enter key or click the OK button on the ribbon menu. Before actually filing any changes, **ASTRA** will prompt the operator to confirm the file request.

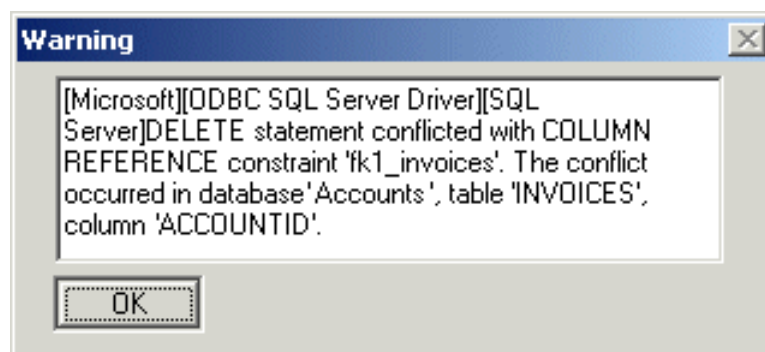
**Cancel** - Clicking this button will take you back to the data entry window to allow corrections to be made.

**OK** - clicking this button, or pressing the enter key, will file the data and perform any automatic updating or additional procedures where applicable.

## Warning and Message windows

During operation there may be times when an operator needs to be warned against proceeding with a transaction, such as customers or suppliers being over their credit limit. A window will appear to give a warning message.

In certain cases, a generic SQL error message is generated indicating the error is SQL based eg, if you try to delete an account that still has outstanding transactions, an error dialog similar to the one shown is displayed. The message text will indicate where the problem is and in this example, it can be seen that there is a 'conflict' with another table in the database which also refers to the account that is being deleted. This indicates that account is still in use and cannot be deleted at this time.



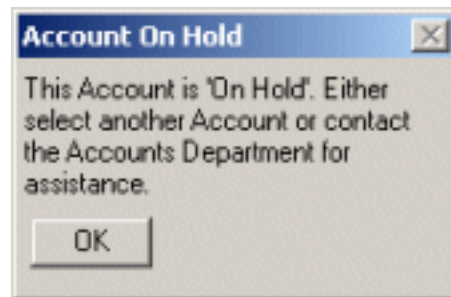
**SQL Error Message window**

## Account On Hold

The following message appears if an account is On Hold. Clicking OK will



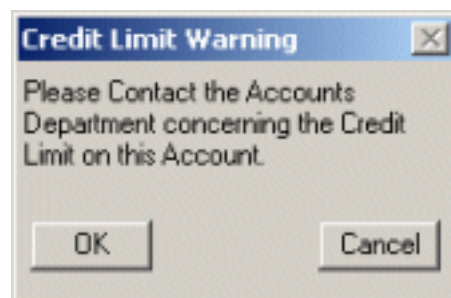
cancel the entry on the screen and prevent the transaction being processed. Refer to the **Sales** or **Purchases** manual for details on placing and removing accounts On Hold.



**Account On Hold window**

## Account Over its Credit Limit

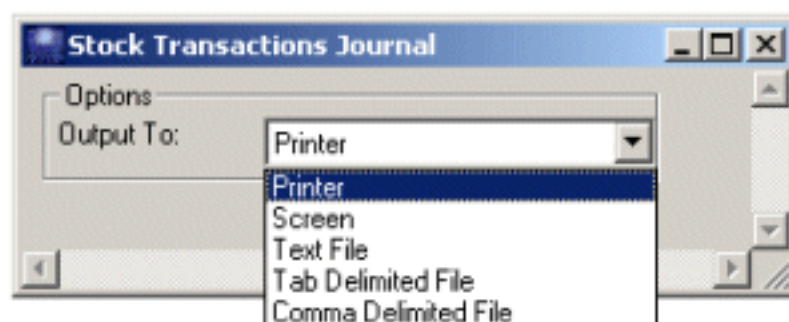
The following message appears if an account has exceeded its credit limit. If authorisation to continue is received from the Accounts Department, click OK to continue otherwise click Cancel to cancel the current transaction. Refer to the **Sales** or **Purchases** manual for details on entering account credit limits.



**Account Over its Credit Limit window**

## Printing Reports

Reports can be produced in any one of seven different formats select one from the 'Output To', pop-up menu. The last selected method of printing is remembered and becomes the default setting. The next time a Print window appears it will show the last referenced method as the default.



**Print window**

**Printer** - produces a 'hard copy' on paper. The printer used will be the one as

specified for the report in Stationery Setup, which is explained later in this manual.


**Screen** - enables a report to be viewed on the computer screen. Note that transactions cannot be cleared after printing a Transactions Journal to the Screen. This is to ensure that a 'hard copy' or a disk file has been obtained for archiving as part of the company's books before allowing the Journal to be deleted.

**Text File** - produces the report in the form of a text file which can be read or imported by a database or a word processing application. The report may then be further customised as required. If the report is to be read into a word processing application, first select fixed spaced fonts such as Monaco or Courier to ensure that the columns will line up correctly. If a proportional font, such as Times, is chosen, the report may be out of alignment.

**Tab Delimited File** - produces the report in a tab delimited format suitable for reading into Microsoft Excel or other applications such as databases and word processing programs for further customisation as required. This report uses the tab character, ie Char(9) as the field delimiter.


**Comma Delimited File** - produces the report in a comma delimited format suitable for reading into Microsoft Excel or other applications such as databases and word processing programs for further customisation as required. This report uses the comma character as the field delimiter.

**Excel** - produces the report in a Microsoft Excel spreadsheet format suitable for reading into Microsoft Excel. If an Excel worksheet is on the screen when outputting the report from **ASTRA** the data is immediately placed in the worksheet.

**PPC Toolbox** -  produces the report in a format to be used to transfer data through a toolbox to be read by other applications that support PPC Toolbox functions, eg Microsoft Query, which is the trade name of a spreadsheet that is popular in Europe.

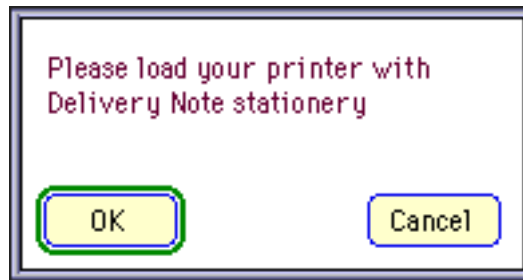
**Headings** - when saving reports the option is available to include or exclude report headings. Excluding headings can be used, eg when entering stock lists into a database where headings are not required.

## Using the printer

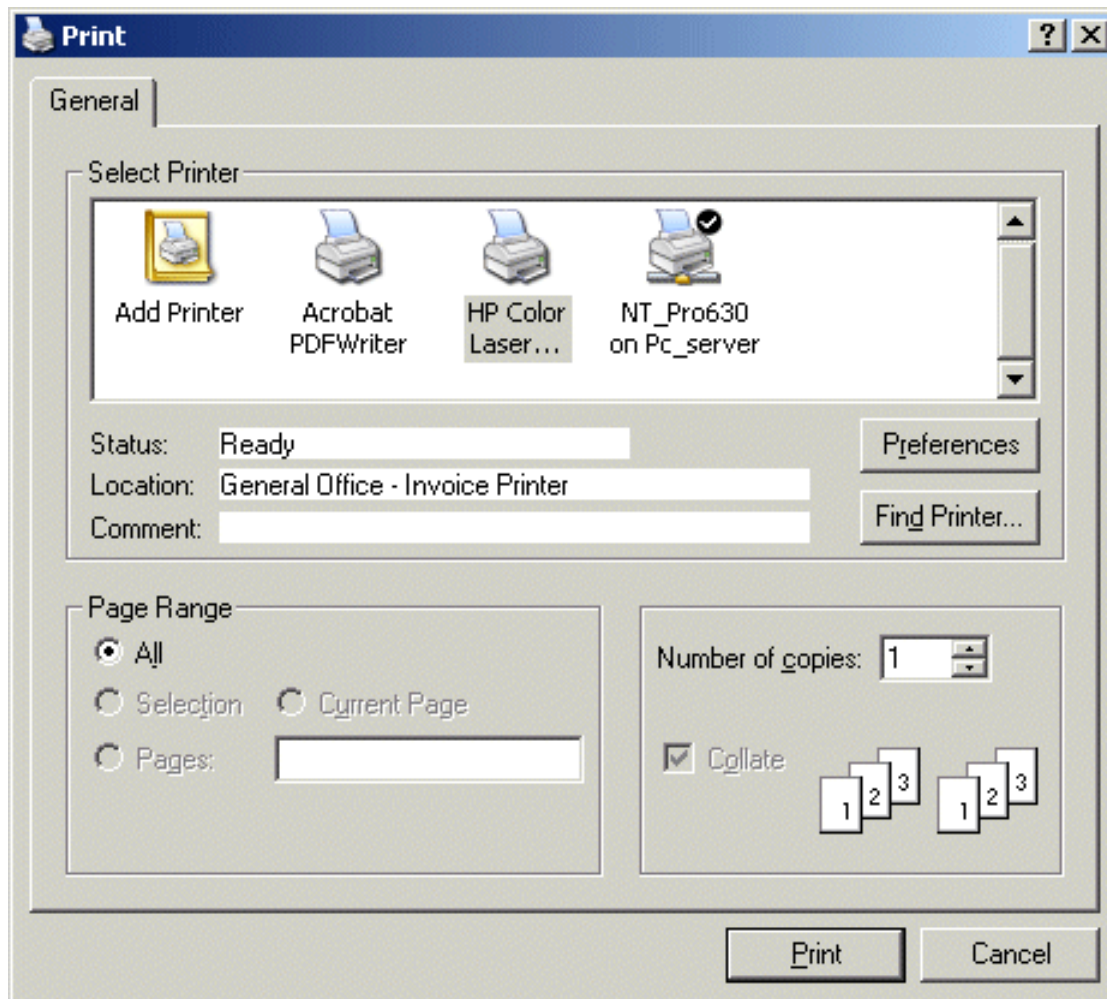
When different printers are being used for stationery items, **ASTRA** will automatically print them out in the correct order via the appropriate printer.  Printer selection to different printers is fully automatic, therefore eliminating the need to use Chooser. If required the printing may still go through the Chooser and the normal page setup and options for the chosen printer used. Refer to the setup of printers as explained later in this manual.

If one printer is being used for different reports, a message will appear to prompt the user to change the paper.





**Change Paper Message window**

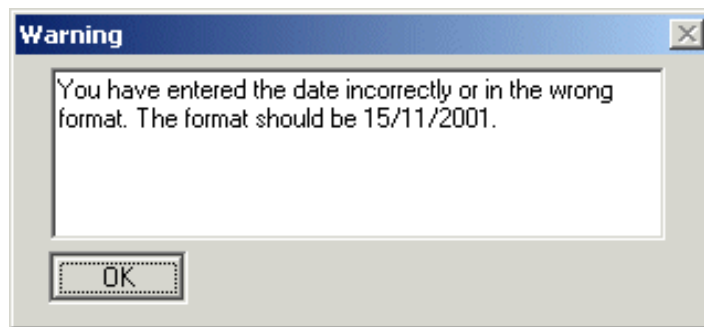


**Printer Selection window**

Each document will display the print selection dialog box so an alternative printer may be selected if required.

## Entering Dates

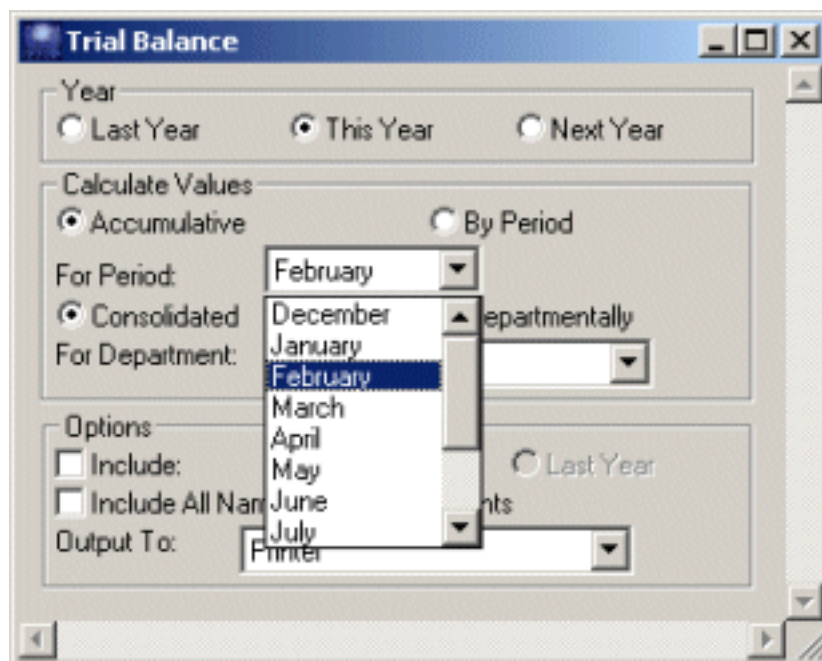
If only the day or the day and month figures are entered, the remaining current month and year figures will be added automatically by **ASTRA** when pressing Tab or Enter. Incorrect Date formats will cause the following message to be displayed:



**Incorrectly Entered Date Message window**

## **For Period Menu**

Whenever a period has to be selected for a report, eg for a Trial Balance, it can be chosen from the For Period pop-up menu.



**Month Pop-up menu window**

## **Tax**

### **Standard Deferred Tax and Cash Accounting**

On the Sales and Purchase Transactions Journals there is additional information for use with both Standard Tax and Cash Accounting Tax. This is then carried forward into your Tax return to give a separate analysis for companies who use the Cash Accounting method of Tax, whereby they only pay the government the Tax calculated on actual receipts and payments.

# Running ASTRA For The First Time

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## Launching ASTRA

**ASTRA** is run by double clicking on the program.

Before any database can be opened and used, either the Microsoft Data Engine (MSDE) or SQL Server must be installed and configured. Please refer to your Microsoft documentation for full instructions.

**ASTRA** uses the 'Roles' (also known as the Users and Groups in earlier versions of SQL Server), setup option on the SQL server for password levels and access. Note that password security is not available in the MSDE version as it is a single user/group system. It is therefore important that the Roles configuration is correct. Any changes made to the Roles must also be granted access rights as per the NT & SQL server documentation.

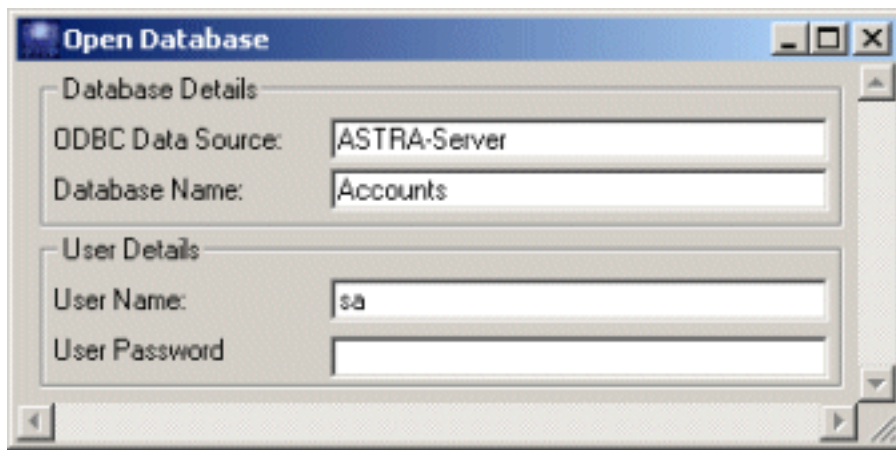
## Creating a Database

This section does not apply to users who are using the Microsoft MSDE package and only applies to the full Microsoft SQL package (SQL7/2000). For users that are using the MSDE package, a pre-created database is provided and information on how to use the database is included in the form of a 'Read Me' document provided with the software.

Before any transactions can be entered, a New Database has to be created. This is a 2 stage process involving the creation of a database shell in SQL Server and completing the process in **ASTRA**. For this section of the manual, functions that are required to be performed in SQL are explained in brief and additional information and help should be obtained from your SQL documentation or your system administrator.

From within SQL Server (Enterprise Manager), stage one is to create a New database using and observing the standard functions of SQL Server. Once the basic database is created, please modify the following attributes of the database before moving to stage two of the process by selecting the database properties menu (right-mouse click on the new database) and setting the following options from the 'Options' tab; enable the 'ANSI NULL default' and 'Truncate log on checkpoint options'. Other options may also have been pre-selected but they can be ignored here.

The database now needs to be 'populated' and made ready for use by **ASTRA** to do this, select the File / New Database menu.



**New Database Window**

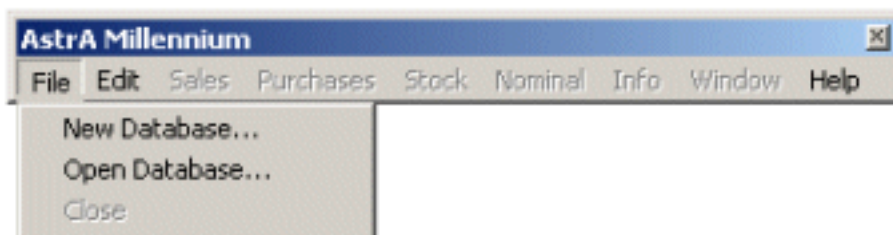
Enter the following information and then press enter or click OK to proceed. A ODBC Data Source should be configured first as described in your ODBC manuals.

- Enter the name of the Server to match your Data Source Name as is seen in the ODBC setup Control Panel in the 'ODBC Data Source:' field.
- Enter the name of the Database to match the new database name created on your SQL Server in the 'Database Name:' field.
- Enter 'sa' (without the quotes) as the User Name. There are no password set up or in use at this stage so do not enter one.
- Press the OK Ribbon Menu which will then 'format' the database ready for use.

While we strongly recommend a new database is created and therefore a new structure and working practice is evolved, if desired, it is possible to transfer all data from a Premier data file to a Millennium database. This is a service only provided by S&S Systems, please contact us for more details.

## Opening a Database

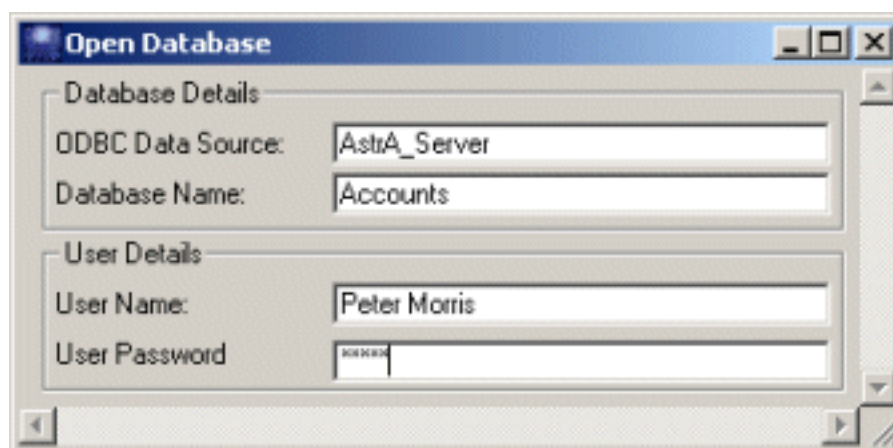
While it is possible to 'double-click' the Millennium application to launch it, the database can only be opened via the Open Database menu. If only the application is launched and no database has been opened, the menus will be dimmed with the exception of File and Edit. To gain access to the menus and sections of the system it is necessary to open your accounts database. To do this, choose Open from the File menu.



**Open menu**

This will present an Open Database window. Enter the required information

and press enter or click the OK button on the Ribbon Menu.



**Open Database Window**

- Enter the name of the Server to match your Data Source Name as is seen in the ODBC setup Control Panel in the 'ODBC Data Source:' field.
- Enter the name of the Database to match an existing database name created on your SQL Server in the 'Database Name:' field.
- Enter the User Name.
- Enter the Password.

## Entering Initial Information

**ASTRA** is now running and the various system parameters can now be set up. The new database is initially empty and requires all the relevant company setup and accounts information to be entered.

Please refer to the following Setup section in this manual and perform all of the setup options. When completed, proceed with the following noting the minimum requirements to use the database. Where entering the following information, please refer to the appropriate manual for further information and suggested usage.

**Year Start & End Dates** - Select the Transactions menu under the Setup section and enter the company's Start and End dates for Last Year, This Year and Next Year. Please note that the Start Date should be the 1st of a month, ie 1/4/2003, and the End Date the last day of a month, ie 31/3/2004.

**VAT Period End and VAT Return Frequency Dates** - Select the Company Details menu under the Setup section and enter the company details noting that your actual Vat Period End date and your Vat Return Frequency dates are entered correctly. You must ensure that they are correct for the standard 12 months. The Vat Period Ends date should be the last day of the month.

**Transaction Dates** - Select the Transactions menu under the Setup section to change the three transactions to the Earliest and Latest dates you want to prevent transactions being filed, eg if the current financial year is 1/4/2003 to 31/3/2004, then initially set the three earliest transaction dates to 1/4/2002

and the three latest dates to 31/3/2005.

**Country Code** - At least one Country Code must be entered, eg create one called 'Great Britain'.

**Language** - At least one Language must be entered, eg create one called 'English'.

**Currency** - At least one Currency must be entered, eg create one called 'Sterling'.

**Localisation** - Go to Localisation and click the Country Code pop-up menu (which should be blank). There should now set the default Country Code to the new one you have just entered. Repeat this for the Language and Currency settings.

**Customer Type** - At least one Customer Type must be entered, eg create one called 'Retail'.

**Sales Centre** - At least one Sales Centre must be entered, eg create one called 'General Sales'.

**Departments** - At least one Department must be entered, eg create one called 'Administration'.

**Warehouse** - At least one Warehouse must be entered. This can be the same address as set up in the Company Details window.

**Price Levels** - Enter 3 Price Levels, eg Level 1,2,3.

**Nominal Accounts** - It will be necessary to create a set of Nominal Groups and Nominal Accounts by selecting New Groups and Accounts from the Nominal menu. Certain control accounts are automatically created by **ASTRA** as they are required for other transactions. To see which accounts have already been set up by **ASTRA** go to Nominal Reports, Account Layout and print the report to screen to display the account layout.

**Agents** - Agents Details or Sales Staff details will need to be entered if their performance is to be monitored. If there are no sales staff, or recording of their performance is not desired, simply create one agent called, for example, 'General'. All sales can then be allocated to this one agent.

**Cost Centres** - At least one cost centre must be entered even if it is not intended to use cost centres at this stage, eg create one called 'General'. All transactions can then be allocated to this cost centre.

**Stock Categories** - Stock categories allow the grouping of particular stock items and is useful when printing the stock product list. It is not essential to use stock categories but it would be advisable to create at least one called, for example 'General'. Any stock that does not have an allocated category will be allocated to category 0, 'Unallocated'.

**Nominal Account Opening Balances** - If there are any assets and liabilities, except debtors and creditors, which have come forward from the last year's accounts, eg bank accounts and machinery, perform a journal entry with the date set for last year. This will create a brought forward Nominal Accounts amounts which will be seen on the Trial Balance and Balance Sheet reports. Enter the Opening Stock and Opening Work in Progress values.

**Suppliers & Purchase Accounts** - Details of Suppliers and Purchase Accounts can now be entered.

**Suppliers' Opening Balances** - If known, enter the opening balances at the time of entering the Purchase Accounts details. If, however, the balances are not known at the time, enter them as new accounts with a zero balance - then using **ASTRA's** Purchase Invoice Section enter all the previous years' outstanding purchase invoices (using their last year's dates). If the Tax has been accounted for in the previous accounts, enter the invoice totals as a Tax inclusive amount, ie the actual amount owed. All outstanding purchase invoices for each supplier will therefore be correctly dated and aged in last year's accounts. This will not affect the current year's Profit and Loss.

Enter the current year's purchase invoices as normal.

**Customers & Sales Accounts** - Customer and Sales Account details can now be entered.

**Customers' Opening Balances** - If known, enter the opening balances at the time of entering the Sales Account details. If, however, the balances are not known at the time, enter them as new accounts with a zero balance - then using **ASTRA's** Manual Sales Invoice Section enter all the previous years' outstanding sales invoices (using their last year's dates). If the Tax has been accounted for in the previous accounts, enter the invoice totals as a Tax inclusive amount, ie the actual amount owed. All outstanding sales invoices for each customer will therefore be correctly dated and aged in last year's accounts. This will not affect the current year's Profit and Loss.

Enter the current year's sales invoices as normal.

**Stock Details** - Stock details can now be entered. Select New Stock from the Stock menu.

**Jobs** - Jobs or Job details do not have to be created at this stage prior to using the accounts data.

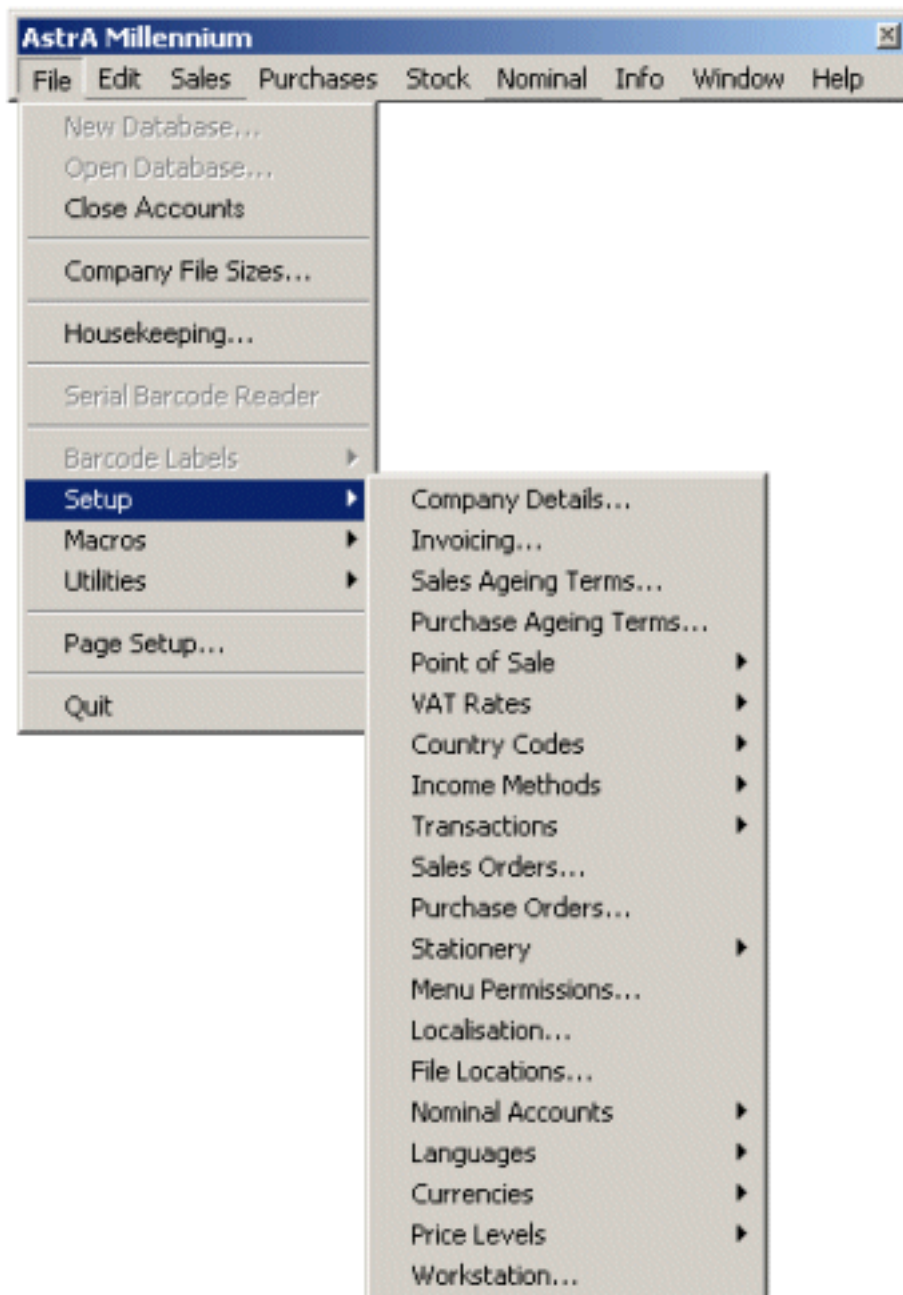
Once this basic data has been entered, the accounts database can be used. Please refer to the respective manuals on how to use each section.



# Setup

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Before using the **ASTRA** system, several options need to be set up to tailor the system to your company, eg the company name, financial year dates, menu permissions, printers and reports, messages and advertisements, etc. The Setup should be carried out by the person who has overall responsibility for the system, ie the supervisor.



## Setup menu

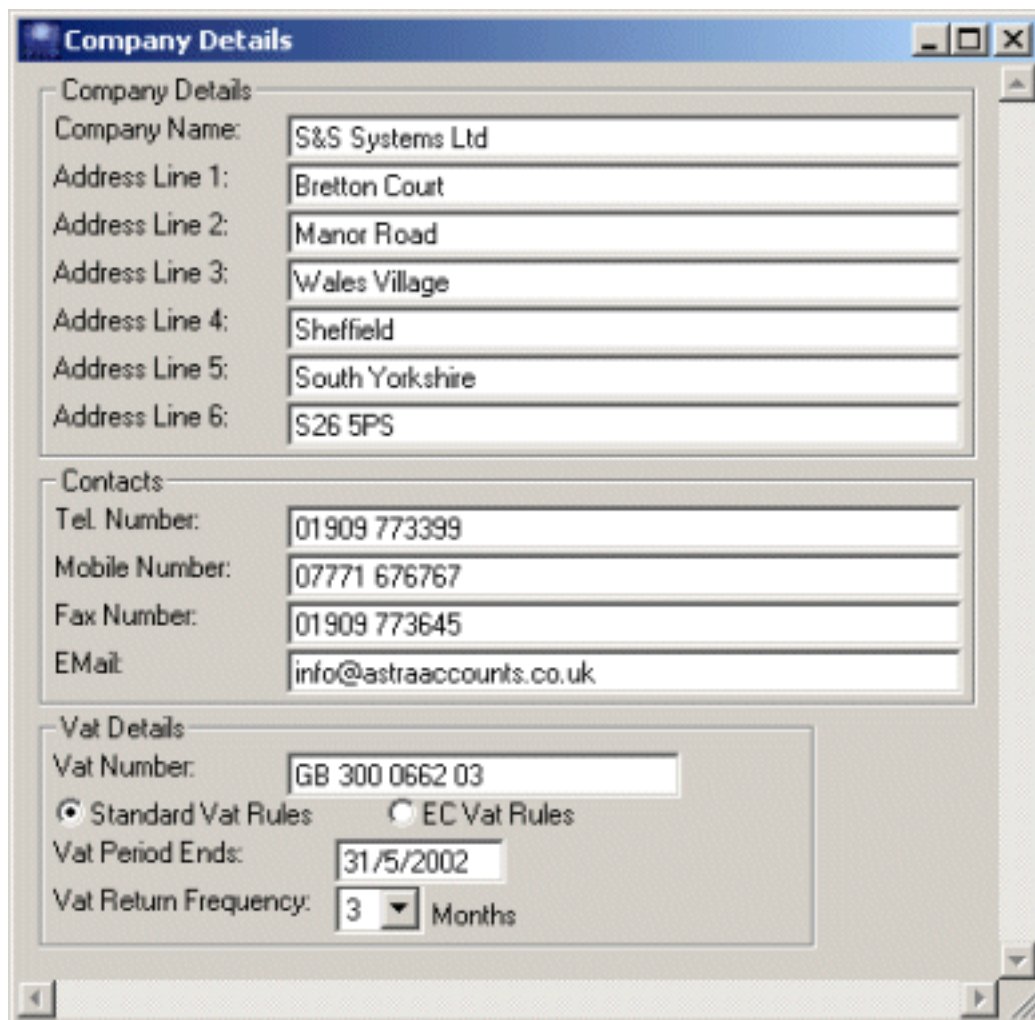
If the setup is carefully and thoughtfully performed, you will be rewarded with an extremely powerful system which will help manage the company more efficiently and therefore more profitably. If doubt exists about any item, contact your **ASTRA** dealer for assistance.



It is a simple matter at any time to return to the Setup section and make changes. However, this can only be carried out by a person who holds the appropriate menu permissions. In a multi-user system, ensure that **all the other users are logged off** before changing anything in Setup, as this effects all users.

## Company Details

This is where the details of the company are entered, including: name, address, telephone, mobile and fax numbers; the Email contact name, company's VAT Number and whether the company is using Standard Tax Rules or EC Tax Rules; the Vat Period End and Vat Return Frequency. Also included is an option to display the company name in the title bar of a window.



The screenshot shows a window titled "Company Details" with three main sections: "Company Details", "Contacts", and "Vat Details".

- Company Details:**
  - Company Name: S&S Systems Ltd
  - Address Line 1: Bretton Court
  - Address Line 2: Manor Road
  - Address Line 3: Wales Village
  - Address Line 4: Sheffield
  - Address Line 5: South Yorkshire
  - Address Line 6: S26 5PS
- Contacts:**
  - Tel. Number: 01909 773399
  - Mobile Number: 07771 676767
  - Fax Number: 01909 773645
  - Email: info@astraaccounts.co.uk
- Vat Details:**
  - Vat Number: GB 300 0662 03
  - ☒ Standard Vat Rules ☐ EC Vat Rules
  - Vat Period Ends: 31/5/2002
  - Vat Return Frequency: 3 Months

**Company Details window**

**Company Name and Address** - enter the details how you want them to appear on reports and invoices. Note however, that the Point of Sale tally roll till receipts do not use this information - they will use the information as entered in Point of Sale setup.

**Contacts** - enter the company's Telephone, Mobile, Fax number and Email

address.

**Tax Number** - enter the registered Tax number. This will appear on invoices and various reports.

**Standard Tax Rates or EC Vat Rates** - select which tax rates apply to your company.

**Tax Period Ends** - enter the date that your TAX period will end.

**Vat Return Frequency** - enter the number of months in which you perform your TAX return, eg if it is every three months enter the number 3.

**Display Company Name in Window Titles** - when selected the name of your company will appear in most windows. This is particularly useful when working with multiple company databases. On small windows only a small proportion of the company name will appear and in some instances it will not appear at all.

## Invoicing

This is where the default sales invoicing, messages, stock issue options and open item order number options are set up.

**Invoicing Details**

Invoice and Credit Note Number

Next Invoice Number:  Prefix:  Suffix:   
 Next Credit Note:  Prefix:  Suffix:

Trading Terms

Standard Terms:   
 Settlement Percent:   
 Settlement Period: ☐ Calendar Month ☒ Monthly Due on Day  of Following Month  
☐ Days Due in  Days Time

Pricing Details

Selling Price Level:   
 Discount Percent:

Invoice Message

Options

☒ Full Stock Issue ☐ Price Lookup Only  
☐ Allow Negative Stock ☒ Prompt for Back Order  
☒ Store Stock Transactions ☒ Print VAT Analysis  
☒ Store Full Invoice Details  
☒ Ignore Non-Stock Quantities

**Invoicing Defaults & Options window**

**Next Invoice Number** - enter a starting invoice number which will be automatically incremented as each new invoice is produced. Only numeric characters are allowed. The invoice number should not be changed here whilst an invoice is being created.

**Next Credit Note Number** - enter a starting credit note number which will be automatically incremented as each new credit note is produced. Only numeric characters are allowed. The credit note number should not be changed here whilst a credit note is being created.

**Prefix** - this may be up to 4 characters long and is printed before the digits. It is generally used to denote the person dealing with the invoice. It can be left blank if not required.

**Suffix** - this may be up to 4 characters long and is printed after the digits. It can be left blank if not required.

**Standard Terms** - this will appear on each invoice. If required, it can be edited

on invoices as they are created. The edited terms will not be saved back as the default.

**Settlement Percent** - enter this if a prompt payment settlement discount is to be offered by default. If required, it can be edited on invoices as they are created. The edited percentage will not be saved back as the default.

**Settlement Period** - enter the number of days allowed for prompt payment discount settlement. If a settlement discount is not offered, enter the number of days for standard settlement terms. If required, it can be edited on invoices as they are created. The edited settlement period will not be saved back as the default. There are three options for sales invoice settlement periods:

**Calendar Month** - invoices become due at the end of the month in which they are raised.

**Monthly** - an invoice becomes due on the specified day of the following month. If '31' is entered it is presumed to mean the last day of the month.

**Days** - the invoice becomes due after the specified number of days.

These settlement options accommodate virtually all prompt payment terms. The prompt payment date is automatically calculated and entered into the invoice 'Date Due' field when creating an invoice. The Invoices Due report is calculated and produced based upon the above selected option.

**Selling Price Level** - select from the pop-up menu the selling price level. When invoicing the retail price of the stock code will automatically be put on the invoice unless specified otherwise in Customer Account Details. This price can be edited at the point of invoicing.

**Discount Percent** - If a discount percentage is entered, it will appear on every invoice. It can be edited at the time of invoicing.

**Invoice Message** - appears on each invoice and contains text, ie usually general terms or sales information. This text cannot be edited when creating an invoice.

**Full Stock Issue** - if selected, when sales invoices, sales orders, incoming goods and job issues and receipts are filed the stock levels will be adjusted.

**Price Lookup Only** - select this for price lookup only and not to automatically update any stock levels when invoicing stock items.

**Allow Negative Stock** - if selected no warning will be given when invoicing or issuing more stock than is available. This option is usually chosen when continuous deliveries occur and goods are 'put on the shelf' before they can be entered into the computer, this may occur in such as a supermarket.

**Prompt for Back Order** - if selected, a prompt for back order will appear whenever an attempt is made to invoice or issue more stock than is available

**Store Stock Transactions** - if selected all stock movements will be stored to allow later analysis and reporting. This is usually chosen when selling expensive stock items rather than when selling large quantities of lower value stock items.

**Print Tax Analysis** - when selected a separate Tax analysis will be printed on an invoice.

**Ignore Non-Stock Quantities** - enable this if the quantity column value is to be ignored when invoicing items which do not have a stock code, ie descriptions only or free text entries on an invoice. If enabled, the quantity value is presumed to be 1 irrespective of any value entered in the quantity column. This is useful in instances where no quantity is entered, ie only a total amount, eg when invoicing for professional services.

**As Ordered Previously** - when printing open item invoices select this if the text 'As Ordered Previously' is to be printed as the customer's order number.

**Last Order Number** - when printing open item invoices select this if the last order number given by the customer is to be printed as the customer's order number.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Sales Ageing Terms

Statements are produced to send out to customers as a reminder to pay invoices. They list all outstanding invoices due and show a summary of the overall debts in groups of ageing periods. Aged Debtors are also grouped in the same ageing periods.

**Sales Ageing Terms**

Ageing Details

☐ Calendar Month

☒ Monthly Due on Day  of Following Month

☐ Days

Period 1: Days

Period 2: Days

Period 3: Days

Include Transaction Within Last  Days

Statement Messages

Please ensure that payments are made by return.

## Sales Ageing Terms window

**Calendar Month** - an invoice becomes due at the end of the month in which it was raised and ages each month thereafter.

**Monthly** - an invoice becomes due on the specified day of the following month and ages each month thereafter. If '31' is entered it is presumed to mean the last day of the month.

**Days** - the ageing periods can be specified in groups of days, which are entered in Period 1, 2 and 3.

These options accommodate virtually all ageing facilities. Due by Dates are automatically calculated and placed into the 'Date Due' field when entering sales invoices. This can be edited when entering the invoice. The Aged Creditors window and report will display the applicable 'Due By' dates.

**Statement Message** - appears on each statement and contains text, ie usually general terms. This text cannot be edited when creating a statement.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Purchase Ageing Terms

This window is used to specify the Ageing Terms applicable to the Aged Creditors report.

**Purchase Ageing Terms window**

**Calendar Month** - an invoice becomes due at the end of the month in which it was raised and ages each month thereafter.

**Monthly** - an invoice becomes due on the specified day of the following month and ages each month thereafter. If '31' is entered it is presumed to mean the last day of the month.

**Days** - the ageing periods can be specified in groups of days, which are entered



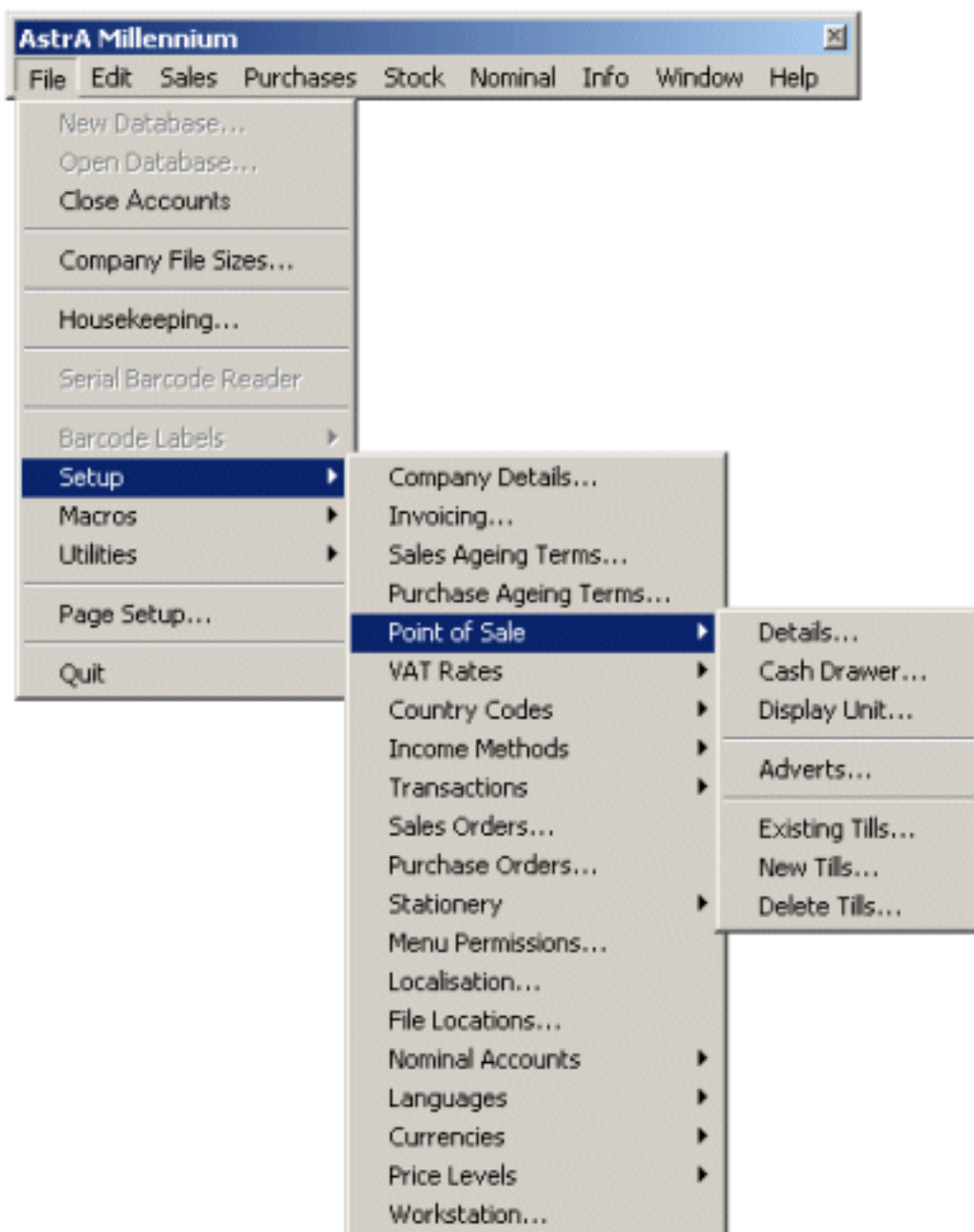
in Period 1, 2 and 3, as shown above.

These options accommodate virtually all ageing facilities. Due by Dates are automatically calculated and placed into the 'Date Due' field when entering purchase invoices. This can be edited when entering the invoice. The Aged Creditors window and report will display the applicable 'Due By' dates.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## POS

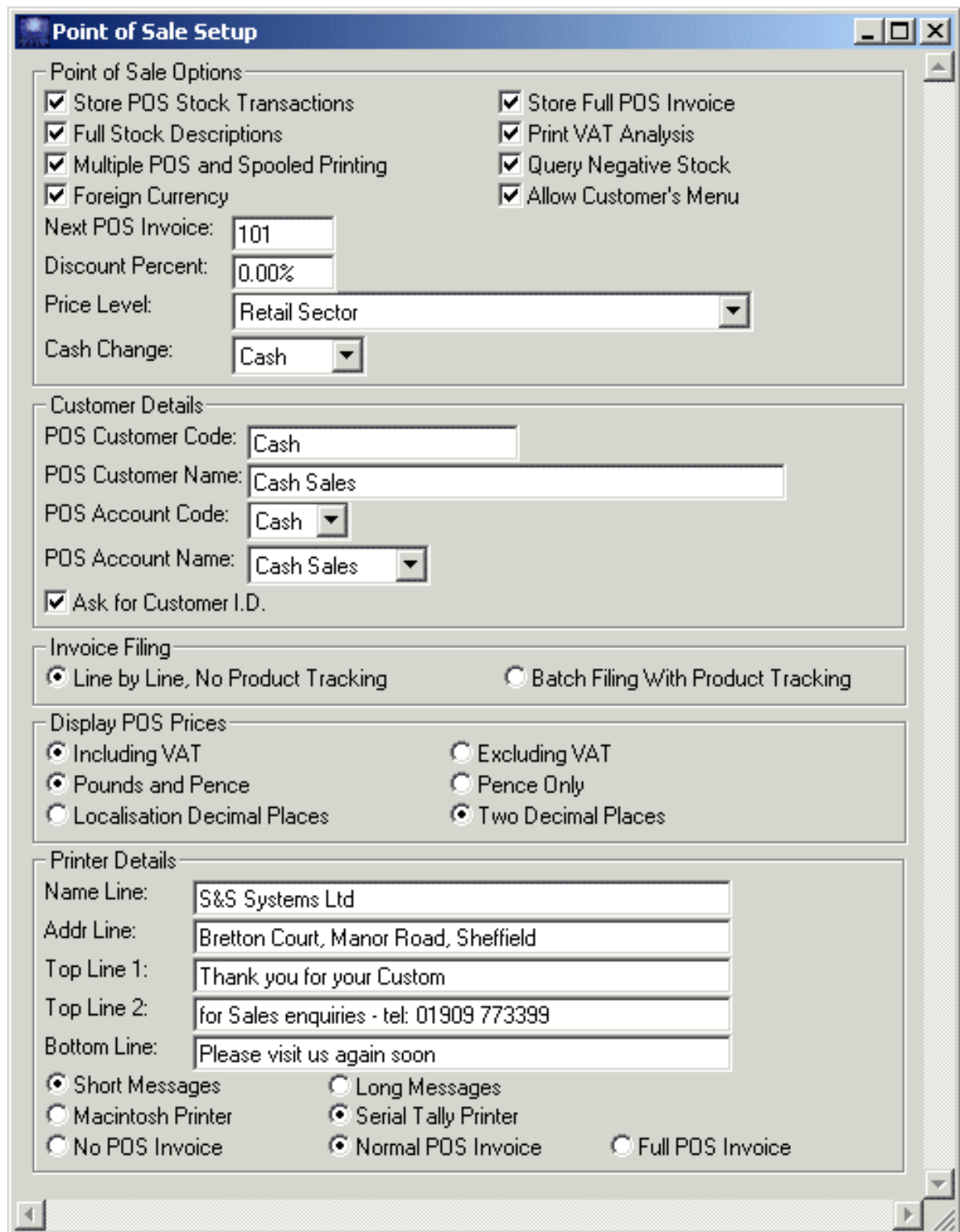
This allows the setup of the items to be used with Point of Sale.



**POS Setup window**

## Details

This section needs to be set up if using POS, Point of Sale, at any computer.



The image shows a 'Point of Sale Setup' window with several sections for configuration. The 'Point of Sale Options' section includes checkboxes for 'Store POS Stock Transactions', 'Full Stock Descriptions', 'Multiple POS and Spooled Printing', 'Foreign Currency', 'Store Full POS Invoice', 'Print VAT Analysis', 'Query Negative Stock', and 'Allow Customer's Menu'. It also has input fields for 'Next POS Invoice' (101), 'Discount Percent' (0.00%), a 'Price Level' dropdown (Retail Sector), and a 'Cash Change' dropdown (Cash). The 'Customer Details' section has fields for 'POS Customer Code' (Cash), 'POS Customer Name' (Cash Sales), 'POS Account Code' (Cash), and 'POS Account Name' (Cash Sales), with a checked 'Ask for Customer I.D.' checkbox. The 'Invoice Filing' section has two radio buttons: 'Line by Line, No Product Tracking' (selected) and 'Batch Filing With Product Tracking'. The 'Display POS Prices' section has radio buttons for 'Including VAT' (selected), 'Pounds and Pence' (selected), 'Localisation Decimal Places', 'Excluding VAT', 'Pence Only', and 'Two Decimal Places'. The 'Printer Details' section has text boxes for 'Name Line' (S&S Systems Ltd), 'Addr Line' (Bretton Court, Manor Road, Sheffield), 'Top Line 1' (Thank you for your Custom), 'Top Line 2' (for Sales enquiries - tel: 01909 773399), and 'Bottom Line' (Please visit us again soon). It also has radio buttons for 'Short Messages' (selected), 'Macintosh Printer', 'No POS Invoice', 'Long Messages', 'Serial Tally Printer' (selected), 'Normal POS Invoice' (selected), and 'Full POS Invoice'.

**Point of Sale Setup**

Point of Sale Options

- ☒ Store POS Stock Transactions
- ☒ Full Stock Descriptions
- ☒ Multiple POS and Spooled Printing
- ☒ Foreign Currency
- ☒ Store Full POS Invoice
- ☒ Print VAT Analysis
- ☒ Query Negative Stock
- ☒ Allow Customer's Menu

Next POS Invoice: 101

Discount Percent: 0.00%

Price Level: Retail Sector

Cash Change: Cash

Customer Details

POS Customer Code: Cash

POS Customer Name: Cash Sales

POS Account Code: Cash

POS Account Name: Cash Sales

☒ Ask for Customer I.D.

Invoice Filing

☒ Line by Line, No Product Tracking ☐ Batch Filing With Product Tracking

Display POS Prices

☒ Including VAT ☐ Excluding VAT

☒ Pounds and Pence ☐ Pence Only

☐ Localisation Decimal Places ☒ Two Decimal Places

Printer Details

Name Line: S&S Systems Ltd

Addr Line: Bretton Court, Manor Road, Sheffield

Top Line 1: Thank you for your Custom

Top Line 2: for Sales enquiries - tel: 01909 773399

Bottom Line: Please visit us again soon

☒ Short Messages ☐ Long Messages

☐ Macintosh Printer ☒ Serial Tally Printer

☐ No POS Invoice ☒ Normal POS Invoice ☐ Full POS Invoice

**Point of Sale Setup window**

**Store POS Invoices** - enable this to store the individual POS invoices rather



than the overall invoiced total. These are then stored in the POS Transactions Journal. If required, a report can be printed. This is useful for analysing high value invoices.

**Print Tax Analysis** - enable this to print a Tax analysis at the bottom of till receipts. Choose this as the default if sales are usually made to trade customers. It can also be temporarily enabled at a till, if someone requests a Tax receipt. The Tax number, taken from the Company Details setup, is only printed when printing Tax receipts.

**Store POS Stock Transactions** - enable this to record every individual POS stock movement through each POS till. It can be used to see the effect of altering the till locations in the store and to check that selling prices have not been irregularly reduced. A report can be printed.

**Query Negative Stock** - enable this if a warning is to be given when trying to invoice out of stock items at a Point of Sale till. This is useful in situations where the stock is kept away from the tills such as at a builders merchants. The checkout operator is then prompted to only charge for the available items.

**Ask for Customer I.D.** - enable this when customer accounts are used. The customer account code will need to be entered before proceeding with the sale. If you want to also sell to the general public on a cash sale basis, simply create a new account called, for example, 'Cash Sale'.

**Allow Customer's Menu** - enable this if POS operators are allowed to add new customer details into the system, this would generally be disabled. If a new account is added at POS the credit limit will automatically be set at 0.01 and will have to be edited when not in POS by the supervisor at a suitable password level.

**Full Stock Descriptions** - enable this if the full stock description is to be used on the POS receipt. The description is taken from the stock details record.

**Multiple POS and Spooled Printing** - enable this if up to 10 simultaneous sales at each computer need to be performed. Each POS sale has its own window which can be left whilst another window is brought out and another customer served. This facility is invaluable in situations such as at a wholesalers where customers keep adding more or view other items before completing their purchase. It enables other customers to be served without delay. If this option is selected, printing will only be carried out at the end of each sale.

**Next POS Invoice** - enter the starting POS till receipt number. It will be automatically incremented as each new receipt is produced. Note that the POS invoice number is separate to the one in Invoicing setup.

**Foreign Currency** - click this if the currencies received through Point of Sale will include any foreign currencies. If selected, money can be received in different currencies through POS.

**Discount Percent** - If a discount percentage is entered, it will appear on every

invoice. It can be edited at the time of invoicing.

**Price Level** - select from the pop-up menu the selling price level. When invoicing, the retail price of the stock code will automatically be put on the invoice unless specified otherwise in Customer Account Details. This price can be edited at the point of invoicing.

**Invoice Filing** - this can be either Line by Line or Batch Filing with Product Tracking. If it is Line by Line each line of an invoice is filed at a time. If it is Batch Filing with Product Tracking, click to batch file so that the invoice is filed when completed.

**Display POS Prices** - the price of items sold at a POS till can be displayed and printed either including or Excluding Tax, allowing POS to be used in both Retail and Trade environments. The Stock Help facility will also display prices inclusive or exclusive of Tax. Cash amounts may be entered in pounds and pence, using a decimal point, or in pence only, eg 245 for £2.45. Many POS operators prefer to use penny amounts for speed of entry.

**Name Line** - enter the company's trading name, this will appear on the POS receipt.

**Address Line** - enter the company's trading address, this will appear on the POS receipt.

**Top Lines 1 & 2** - advertising or message lines which will appear on all till receipts. These can be updated throughout the day as required.

**Bottom Line** - this is the final advertising or message line printed on the till receipt.

**Short or Long Messages** - choose either Short or Long Till Roll messages. If Short, the description, quantity and line price are printed for each stock item on one line of the receipt. If Long, the product code, description, quantity, unit price and line price are printed for each stock item on two lines when receipts are produced on a 40 column printer. Grand totals, payment methods and Tax analysis, if selected, are printed on both types of receipt.

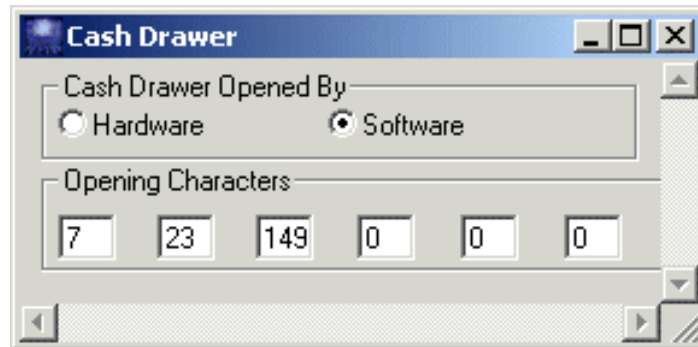
**Point of Sale Printer** - specify the type of point of sale printer to be used. This can be a standard Macintosh computer printer, or a high speed serial tally roll printer. The printer type will alter the window used in the Point of Sale Stationery setup, as explained later.

**Point of Sale Invoice** - click 'No POS Invoice' if an invoice is not required to be printed at POS. Click 'Normal POS Invoice' if an invoice is required to be printed. Click 'Full POS Invoice' if an invoice is to be produced similar to the ones produced in sales invoicing. If No POS Invoice is enabled a receipt can still be produced at the POS till if required, as the receipt is stored in a temporary 500 line buffer in the POS computer.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Cash Drawer

The cash drawer may be opened by either hardware or software. Select the appropriate type in the Setup window:



**Cash Drawer Setup window**

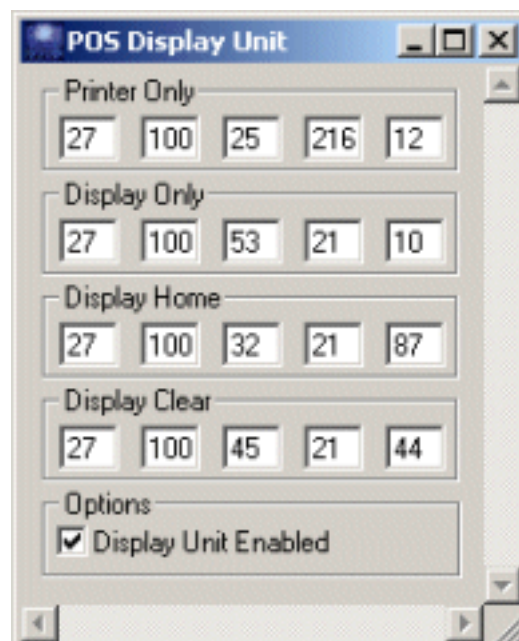
**Hardware** - if using an hardware based till opening unit such as the S&S T02 connected to the computer serial port, it will send an electrical pulse to open the drawer.

**Software** - if using a tally roll printer to open the cash drawer, enter the software **Opening Characters** in the form of decimal ASCII.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Display Unit

The display unit is controlled by characters. Enter the appropriate character in the Setup window depending on the type of display that is being used:



## POS Display Unit Setup window

**Printer Only** - enter the characters to send the information to the printer only.

**Display Only** - enter the characters to send the information to the printer only.

**Display Home** - enter the characters to place the cursor in the position required for the next display of text.

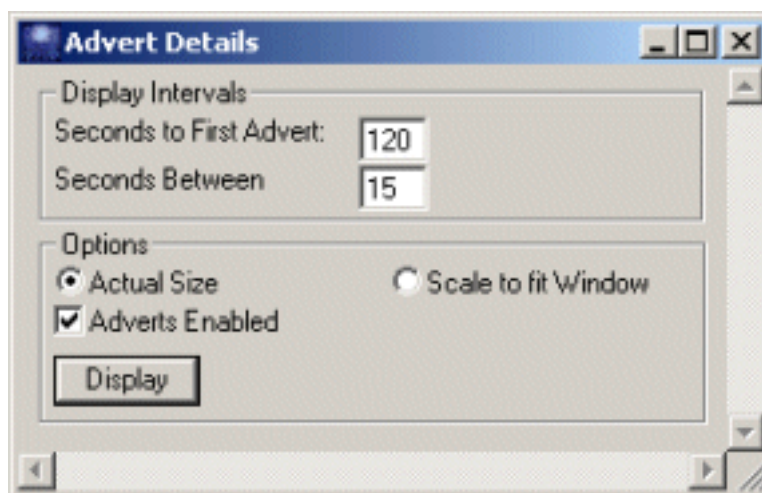
**Display Clear** - Enter the characters to clear the display.

**Display Unit Enabled** - select this to enable the display unit.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Adverts

Once enabled, this feature will display a sequence of up to 20 adverts or sales messages if a POS computer is idle for a specified length of time. Immediately a key or the mouse is clicked the advert sequence stops and the computer reverts back to being a point of sale terminal.



**Advert Details window**

**Seconds to First Advert** - the number of seconds, 1 to 999, a POS computer has to remain 'idle' before the adverts automatically appear.

**Seconds Between Adverts** - the number of seconds, 1 to 999, each advert will appear on the screen.

**Advert Folder** - Enter the pathname of the Adverts folder in File Locations.

**Actual Size** or **Scale to fit Window** - select whether the adverts are to appear in fixed or full sized window.

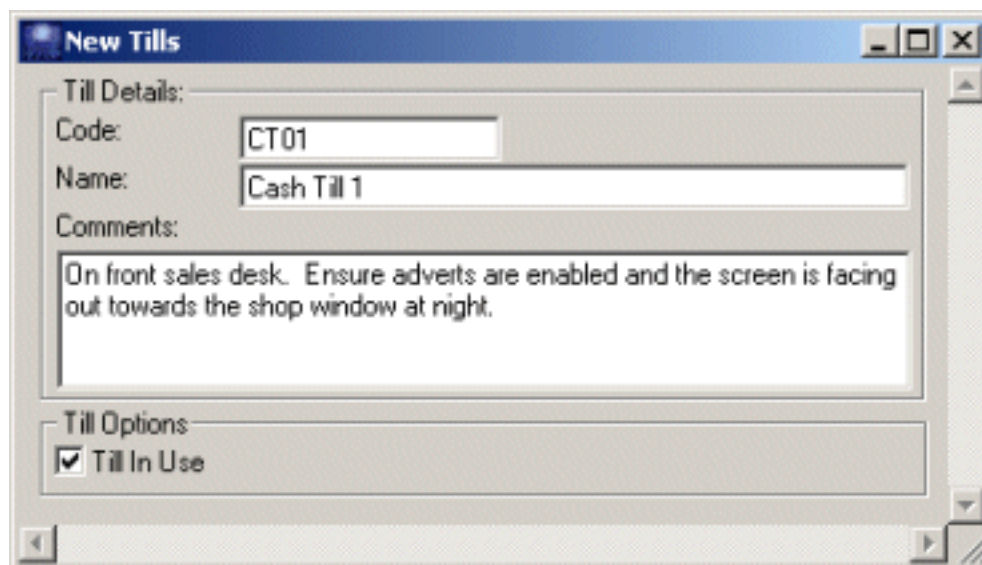
**Adverts Enabled** - enable this to enable the sequence of adverts.

**Display** - click this to display the adverts in turn on the screen.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Tills

This function is for security purposes. A unique code needs to be entered for each person who requires access to the cash till. They will have to enter their code to open the till. This number will then be logged on the POS Transaction Journal for each transaction that they have processed.



**New Tills window**

**Existing Till** - enter a code and the details previously entered will be displayed for confirmation. You can edit the name, comments and till in use if required.

**New Till** - enter a code, name, comment if required and select the box if the Till is in use.

**Delete Till** - enter the code you want to delete.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Tax Rates

To avoid confusion, this manual has standardised on the word "TAX" instead of referring to Sales Tax by its locally known name, i.e. VAT in the U.K., GST in New Zealand and MWST in Germany.

To enter or amend a Tax or sales tax percentage go to Setup and Tax Rates. Select either New or Existing, depending on whether you want to enter a new one or amend an existing rate. These are the rates which are used when invoicing etc.

**Existing Vat Rates**

VAT Rate Details:

VAT Code: S

Name: Standard

VAT Percent: 17.50

Comments: VAT rate for UK transactions.

**Tax Rates window**

E is usually used for exempt of tax in the UK and the VAT rate is usually set to 0%.

Z is usually used for zero percent tax. These items are vatatable but currently attract 0%.

S is usually used for the standard rate, currently 17.5% in the UK.

Rates L, 1, 2, 3, 4, 5, and 6 are for use in countries which operate several Tax rates.

**Changing a Tax Rate** - click into the appropriate box and enter the amount. Each rate can be up to 99.99% and 2 decimal places.

**Existing Tax Rate** - enter a Tax Rate and the details previously entered will be displayed for confirmation. You can edit the name and comments if required.

**New Tax Rate** - enter a Tax Rate, name and if required, a comment.

**Delete Tax Rate** - enter the Tax Rate you want to delete.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Country Codes

Country codes will be used on various reports.

**Country Codes window**

**Existing Country Code** - enter a code and the details previously entered will be displayed for confirmation. You can edit the name and comments, if required.

**New Country Code** - enter the code of the country (this can be up to 15 characters), the name of the country relating to the code (this can be up to 40 characters) and any comments relating to the country.

**Delete Country Code** - enter the code you want to delete.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Income Methods

This is where you enter the methods of payment which you accept.



**New Income Methods**

Method Details

Method Code: CC

Method Name: Credit Cards

Description: All Major Credit Cards Accepted.

Method Options

Manual Telephone Number: 01345 697878

Auto Telephone Number: 01345 697828

Merchant Number: 3455 2355 1112 2345

Floor Limit: 100.00

☒ Keep Transaction Audit Trail

☒ Calculate Checksum

**Income Methods window**

## **New Income Method**

**Method Code** - enter a suitable code for the income method. It can be up to 20 characters.

**Method Name** - enter the name of the income method. It can be up to 20 characters.

**Description** - if required, enter a description for the income method.

**Manual Telephone No.** - enter the telephone number to be manually dialled for authorisation when credit card sales exceed stated floor limits. This is for reference only.

**Automatic Authorisation Telephone No.** - enter the telephone number to be automatically dialled for authorisation when credit card sales exceed stated floor limits. This is for reference only. This may be used in the future when credit card companies specify a standard automatic electronic authorisation procedure.

**Merchant Number** - enter the credit card retailer's merchant number for quick reference when phoning credit card companies for authorisation.

**Floor Limit** - these are the limits up to which credit cards or cheques are accepted for payment before **ASTRA** insists on an authorisation number being entered.



**Keep Transaction Audit Trail** - Select this box if you want income methods individually listed in groups when the Bank List is printed, see the **Nominal Accounts** manual for details. It will show the name of the customer, the amount received, the date, time, reference and authorisation numbers. These will be grouped together to form a bank 'paying in' list. Cash is not normally selected to be audit trailed as only the total amount is usually required.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

**Calculate Checksum** - select if you want the sum calculating to validate the entry. This helps to minimise fraud.

**Existing Income Methods** - enter a code and the details previously entered will be displayed for confirmation. Once filed, you can edit all the details except the code.

**Delete Income Methods** - enter the Tax Rate you want to delete.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Transactions

**ASTRA** allows Sales, Purchase and Nominal transactions within any date during the current, last or next financial year, providing the dates have been enabled by the supervisor. This powerful facility allows corrections or late transactions to be processed after a Year End. Whenever a Sales, Purchase or Nominal transaction is entered for the previous year, both last year's and the current year's accounts are automatically updated, eg Trial Balance, Profit and Loss and Balance Sheet.

The earliest and latest transaction dates which can be entered are stored in the Transactions option of Setup. After a Year End, the transaction dates are automatically updated to the start and end of the new financial year. These dates can also be altered by the supervisor to prevent entries being made before and after specified dates, such as a previous month end or for last year, thereby allowing a final printout and archiving of the company's monthly or annual accounts.

The screenshot shows a window titled "Transactions" with several sections for configuring account periods and entry restrictions:

- Last Year's Accounts:** Start Date: 1/12/2000, End Date: 30/11/2001
- This Year's Accounts:** Start Date: 1/12/2001, End Date: 30/11/2002
- Next Year's Accounts:** Start Date: 1/12/2002, End Date: 30/11/2003
- Earliest Dates:**
  - Prevent Journal Entries Before: 1/12/2001
  - Prevent Purchase Entries Before: 1/12/2001
  - Prevent Sales Entries Before: 1/12/2001
- Latest Dates:**
  - Prevent Journal Entries After: 30/11/2002
  - Prevent Purchase Entries After: 30/11/2002
  - Prevent Sales Entries After: 30/11/2002
- Options:**
  - Next Nominal Journal Number: 100
  - Next Purchase Voucher Number: 100
  - ☐ Purchase Invoices Filed 'On Hold'
- Number of Accounting Periods:**
  - ☐ Three
  - ☐ Four
  - ☒ Twelve
  - ☐ Thirteen

**Transactions window**

**Last Year's Accounts** - enter the Start and End Dates of your last year's accounts. If required, this will enable you to enter transactions into last year's accounts.

**This Year's Accounts** - enter your Year Start and End Dates.

**Next Year's Accounts** - enter the Start and End Dates of next year's accounts. If required, this will enable you to enter transactions into next year's accounts.

After a Year End, the transaction dates are automatically updated to the start and end of the new financial year.

**Earliest Dates** - the three dates shown in this window for Journal, Purchase and Sales Entries, prevent last year's transactions being inadvertently being entered into the system, If the transactions prior to the these dates need to be entered, alter the dates accordingly.

**Latest Dates** - the three dates shown in this window for Journal, Purchase and Sales Entries, prevent next year's transactions being inadvertently being entered into the system, If the transactions prior to the these dates need to be entered, alter the dates accordingly.

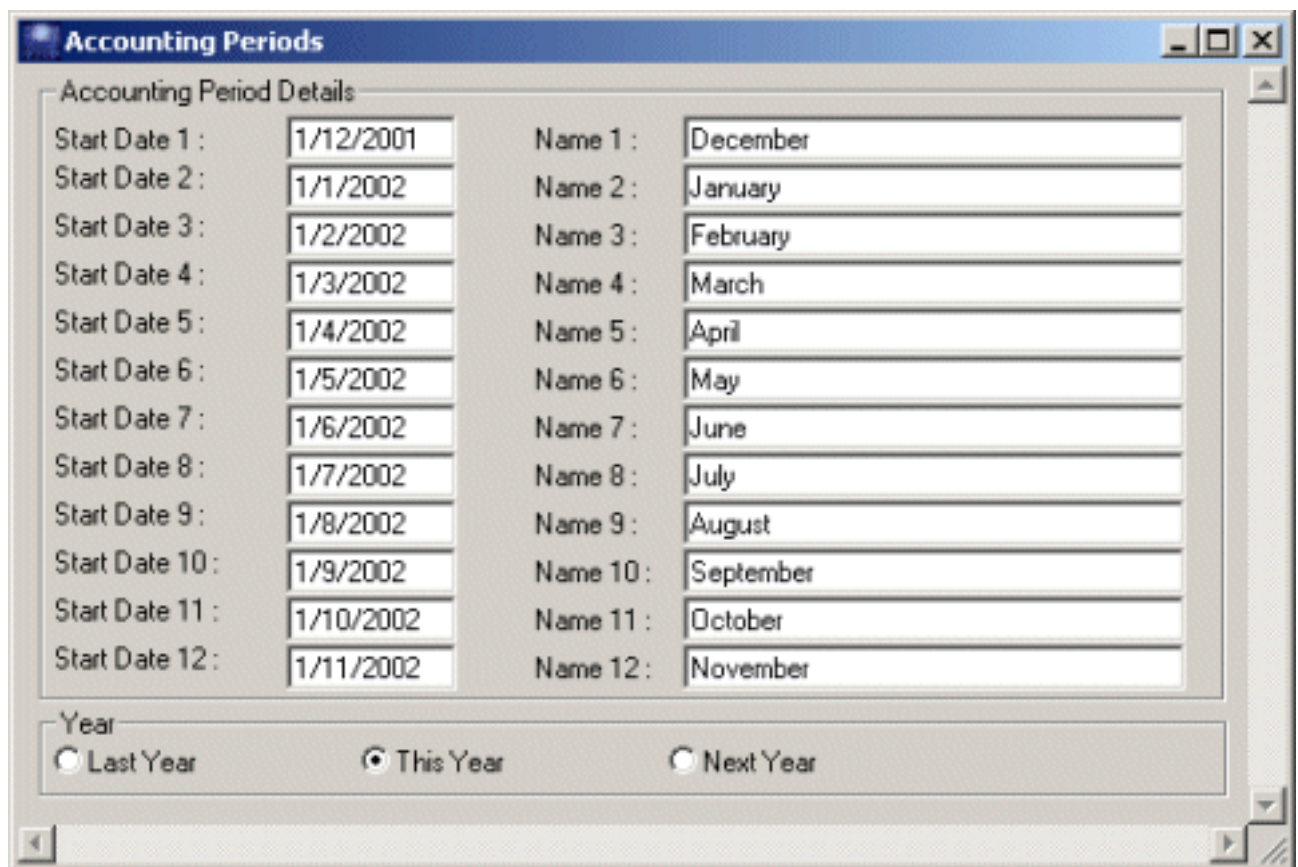
**Options** - enter the Journal and Purchase voucher number if setting-up system for the first time or enter a new sequence if required after a Year End.

**Purchase Invoices Filed 'On Hold'** - if enabled will automatically mark each purchase invoice as 'on hold' as they are entered. This prevents them being paid until they have been taken off hold by the supervisor, after verification of the invoice.

**Number of Accounting Periods** - click the relevant radio button to indicate your number of Accounting Periods.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Accounting Periods



The screenshot shows a window titled "Accounting Periods" with a tab labeled "Accounting Period Details". It contains two columns of input fields. The left column lists "Start Date" from 1 to 12, with dates ranging from 1/12/2001 to 1/11/2002. The right column lists "Name" from 1 to 12, with names from December to November. At the bottom, there is a "Year" section with three radio buttons: "Last Year", "This Year" (which is selected), and "Next Year".

Start Date	Name
Start Date 1 : 1/12/2001	Name 1 : December
Start Date 2 : 1/1/2002	Name 2 : January
Start Date 3 : 1/2/2002	Name 3 : February
Start Date 4 : 1/3/2002	Name 4 : March
Start Date 5 : 1/4/2002	Name 5 : April
Start Date 6 : 1/5/2002	Name 6 : May
Start Date 7 : 1/6/2002	Name 7 : June
Start Date 8 : 1/7/2002	Name 8 : July
Start Date 9 : 1/8/2002	Name 9 : August
Start Date 10 : 1/9/2002	Name 10 : September
Start Date 11 : 1/10/2002	Name 11 : October
Start Date 12 : 1/11/2002	Name 12 : November

Year  
☐ Last Year    ☒ This Year    ☐ Next Year

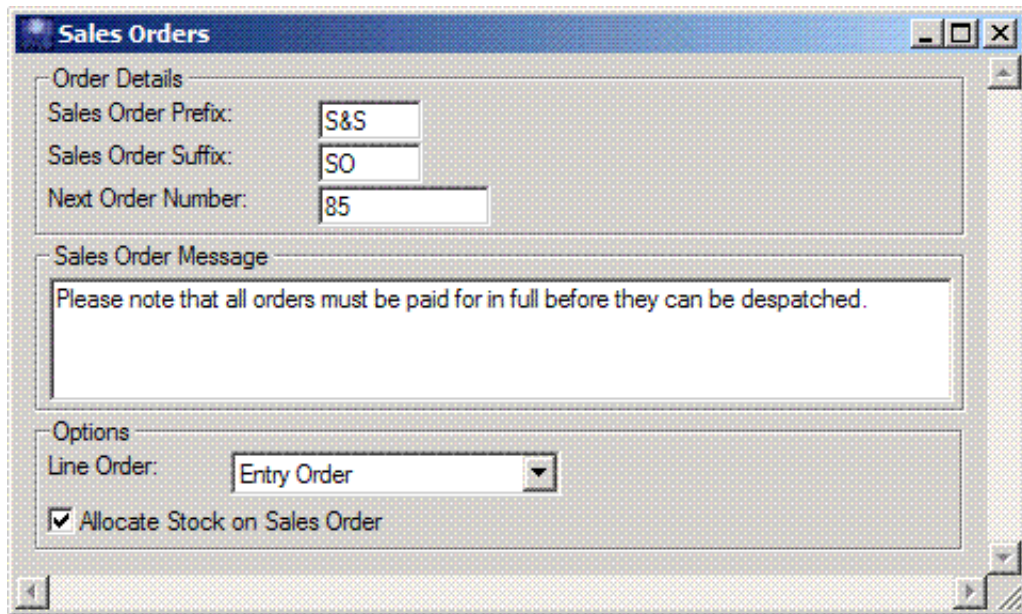
**Accounting Periods window**

Enter the Start Date for the selected period and a name for the selected period, eg if a 12 month period year, the standard would be 1/1/2002 - 31/12/2002

and the corresponding names would be January to December. The number of periods are specified in the Transaction Dates setup.

## Sales Orders

Enter the standard Sales Order details in this window.



**Sales Order Setup window**

**Sales Order Prefix** - this may be up to 4 characters long and is printed before the digits.

**Sales Order Suffix** - this may be up to 4 characters long and is printed after the digits. It is generally used to denote the person ordering. It can be edited or left blank if not required.

**Next Acknowledgement** - enter a starting acknowledgement number which will be automatically incremented as each new order is produced. Only numeric characters are allowed.

**Sales Order Message** - enter a suitable message to be printed on the Sales Order form.

**Authorisation Required Before Invoicing** - select this button if the operator has to get permission from the supervisor before invoicing items placed on sales backorder.

**Line Order** - select the order in which the sales order is printed, ie by Entry, Stock Code or Stock Location order.

**Allocate Stock on Sales Order** - select this button if the Stock Levels are to be adjusted at the time of placing the order. Normally Stock is adjusted at the time the Sales Order is invoiced.



## Purchase Orders

Enter the standard Purchase Order details in this window.

The screenshot shows a software window titled "Purchase Order Setup". It contains four main sections:

- Order Details:** Includes fields for "Next Order:" (637), "Prefix:" (S&S), "Suffix:" (empty), and "Placed By:" (Peter Morris).
- Trading Terms:** Includes "Standard Terms:" (Net 30 days E&OE), "Settlement Percent:" (0.00), and "Settlement Period:" with radio buttons for "Calendar Month", "Monthly", and "Days" (selected). The "Monthly" option is set to "Due on Day 1 of Following Month", and the "Days" option is set to "Due in 20 Days Time".
- Pricing Details:** Includes "Purchase Price Level:" (Retail Customers) and "Discount Percent:" (0.00).
- Order Options:** Includes "Comments:" (We do not accept deliveries after 4.30pm.), "Conditions:" (All documentation must show the Order Number in order for invoices to be passed for payment.), and a checked checkbox for "Display and Edit Cost Price when Goods are Received".

**Purchase Order Setup window**

**Next Order** - enter the next purchase order number which will be automatically incremented as each new purchase order is created.

**Prefix** - this may be up to 4 characters long and is printed before the digits. It is generally used to denote the name of the ordering source to help the inward goods personnel to forward the delivery to the right department. It can be left blank if not required.

**Suffix** - this may be up to 4 characters long and is printed after the digits. It is generally used to denote the person ordering, or to which job the goods should be directed. It can be edited at the time of the purchase order. It can be left blank if not required.

**Placed by** - this is the name or initials of the person who usually orders the goods. It can be edited at the time the purchase order is created and will not be saved back as the default. It can be left blank if not required.

**Standard Terms** - enter the trading terms that you have with your supplier.

**Settlement Percent** - if a prompt payment settlement discount is offered by default enter the percentage amount here.

**Settlement Period** - enter the number of days allowed for the prompt payment discount settlement. If a settlement discount is not offered, enter the number of days for standard terms. There are three options for purchase order settlement periods:

**Calendar Month** - invoices become due at the end of the month in which they are raised.

**Monthly** - an invoice becomes due on the specified day of the following month. If '31' is entered it is presumed to mean the last day of the month.

**Days** - the invoice becomes due after the specified number of days.

**Purchase Price Level** - enter the price level to which you are entitled.

**Discount Percent** - if you are entitled to a discount, enter the percentage amount here.

**Please Note** - enter any text that is to be printed on purchase orders. It can be changed at the time the purchase order is created and will not be saved back as the default. It can be left blank if not required.

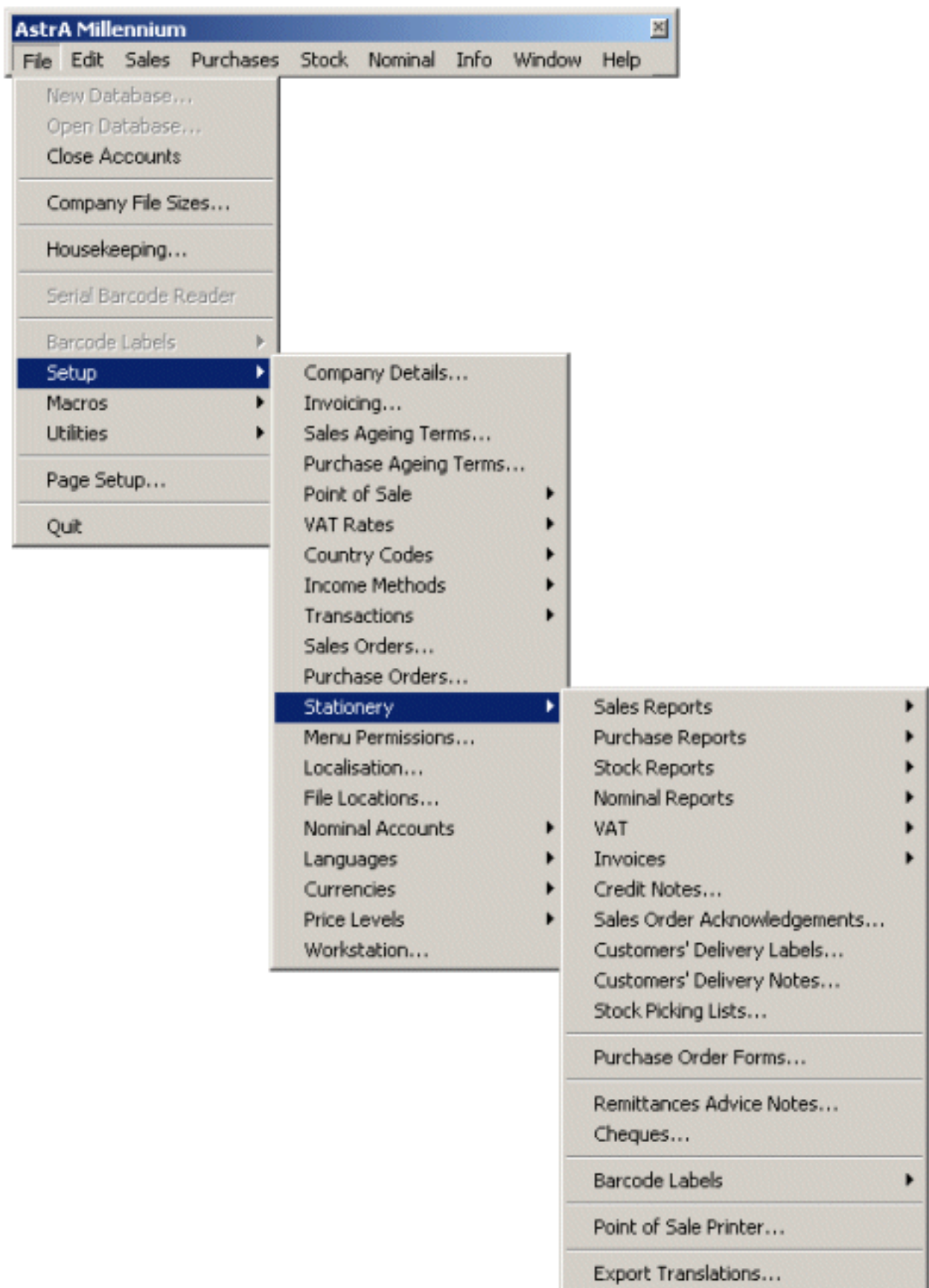
**Conditions** - enter up to 4 lines of conditions that are to be printed on purchase orders. They can be changed at the time the purchase order is created and will not be saved back as the default. It can be left blank if not required.

**Display & Edit Cost Price when Goods are Received** - enable this to allow Goods-In staff to see the cost price of received items and to alter it if the actual price differs.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Stationery

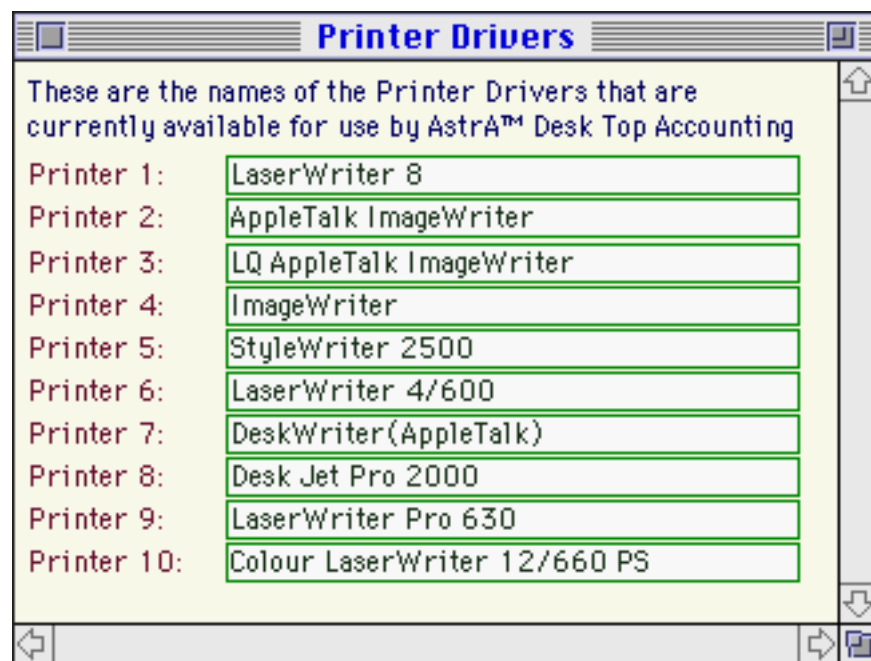
The Stationery Setup enables printers to be designated to specific tasks such as printing invoices, statements, address labels, remittance advice slips, various reports, labels etc. The type of stationery to be used in these printers can also be specified.



**Stationery Setup menu**

## Printer Drivers

◆ An addition menu item is displayed for 'Printer Drivers...' at the top of the Stationery Setup menu to enable up to 10 Printer Drivers to be entered, eg LaserWriter, AppleTalk Image Writer, StyleWriter, etc. These 10 driver names will then appear in each report's stationery setup window and can be selected as required. They can be any current Macintosh supported printers and new ones can be entered as they become available. It is often convenient to use more than one printer as different types of stationery can be left in each printer ready for use. Note that the reports can be sent to a printer as selected by Chooser, without the need to pre-specify any driver.



**Printer Drivers window**

Ensure that all required printer drivers are correctly entered. This is usually carried out as they are installed by the dealer. Printer drivers must be exactly entered otherwise **ASTRA** will not recognise them.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

### Direct Connect Printers

Direct Connect printers, eg a standard printer connected to the printer or modem ports, are also supported. A direct connect printer can sometimes speed the printing process as the printing data does not need to go back down the network. 🍏 Remember to use Chooser to first select either the modem or printer port for any direct connect printers.

### Using Chooser



🍏 In the following stationery setups, the reports can be selected to use the printer as currently selected by Chooser, without the need to have the printer driver pre-specified.

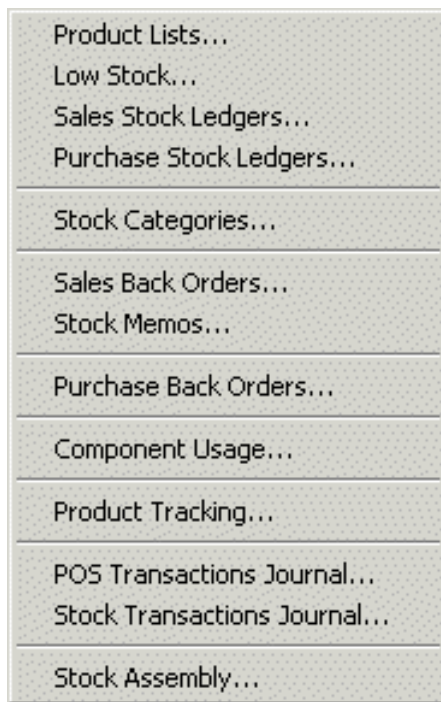
## Customising Reports

Each section of a report can be customised and also have its own printer, eg Sales Invoices can be produced in one office and Tele-Sales in another with each using a different type of stationery on a different printer. Paper size, printing orientation, font type, font size and font style can be specified within the sections of each report. The Invoice form can be further customised to alter the position of different fields which can be specified to be printed or not.

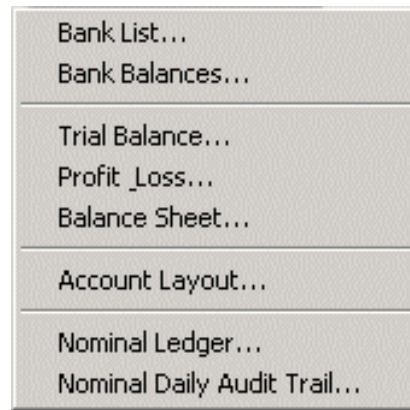
The full list of reports which can be set up are:

Statements...	
Aged Debtors...	
Sales Ledgers...	
Sales Invoices Due...	
Jobs Report...	
Customers' Details...	
Customers' Mailing Labels...	
Agents' Details...	
Agents' Summary Analysis...	
Agents' Detailed Analysis...	
Sales Centres' Details...	
Sales Centres' Summary Analysis...	
Sales Centres' Detailed Analysis...	
Period Sales Analysis...	
POS Daily Audit Trail...	
Sales Daily Audit Trail...	
	Aged Creditors...
	Purchase Ledgers...
	Purchase Invoices Due...
	Suppliers' Details...
	Suppliers' Mailing Labels...
	Cost Centres' Details...
	Cost Centres' Summary Analysis...
	Cost Centres' Detailed Analysis...
	Period Purchase Analysis...
	Purchase Daily Audit Trail...

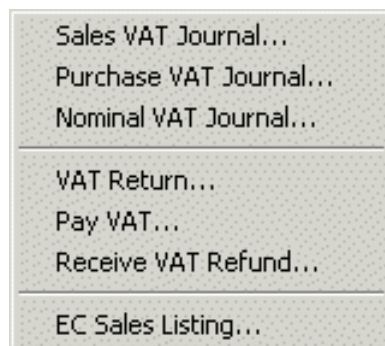
**Sales Reports Setup menu    Purchase Reports Setup menu**



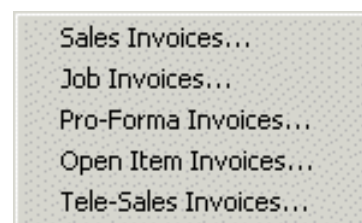
**Stock Reports Setup menu**



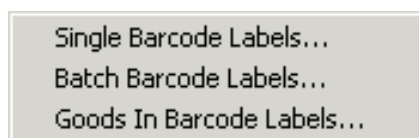
**Nominal Reports Setup menu**



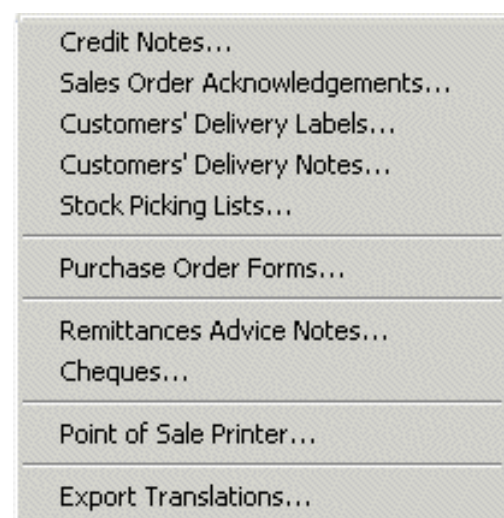
**VAT Reports Setup menu**



**Sales Invoices Setup menu**



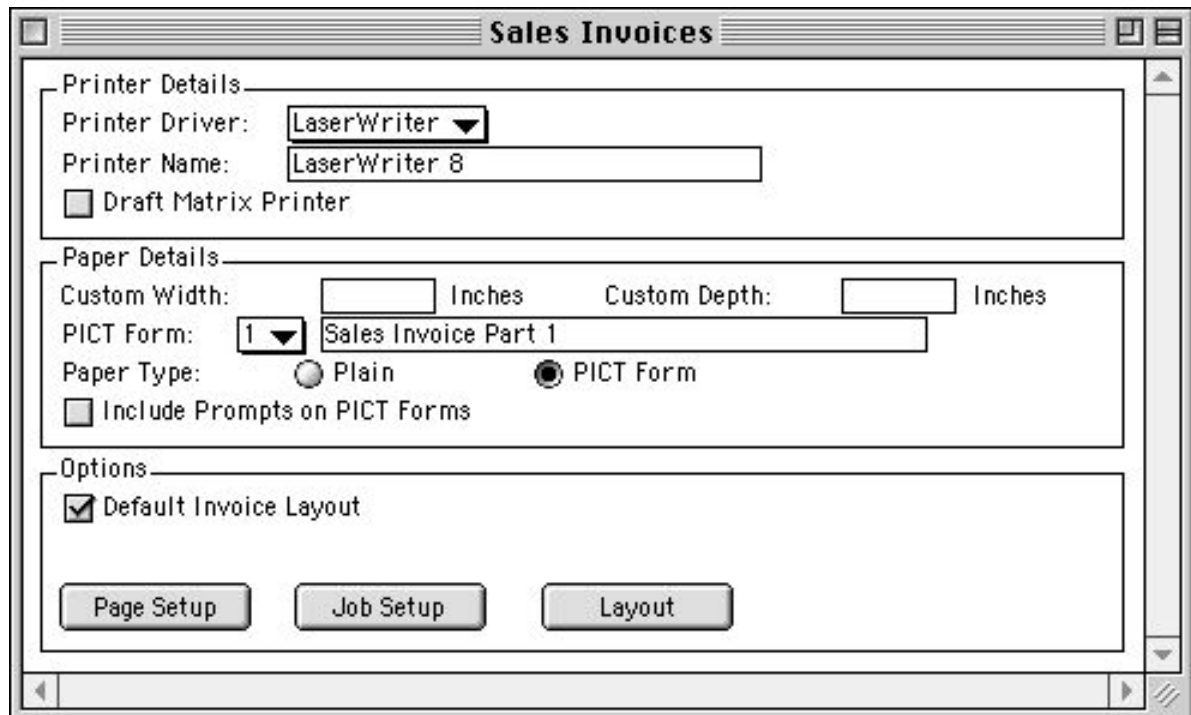
**Barcode Labels Setup menu**



**Additional Stationery items menu**

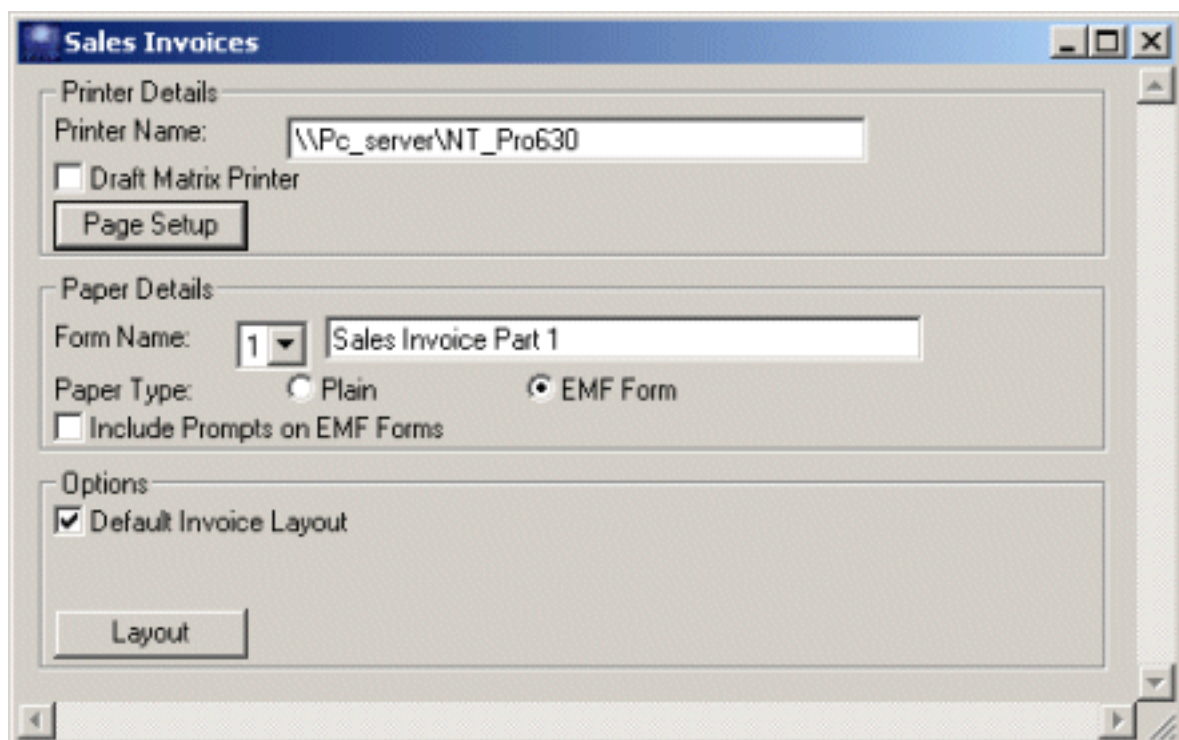
Select each report in turn and customise it as required. The Sales setup has

been used as an example.



The Macintosh window titled "Sales Invoices" contains three sections: "Printer Details", "Paper Details", and "Options". In "Printer Details", the "Printer Driver" is set to "LaserWriter" and the "Printer Name" is "LaserWriter 8". There is a checkbox for "Draft Matrix Printer". In "Paper Details", "Custom Width" and "Custom Depth" are empty text boxes followed by "Inches". The "PICT Form" dropdown is set to "1", and the form name is "Sales Invoice Part 1". "Paper Type" has radio buttons for "Plain" and "PICT Form", with "PICT Form" selected. There is a checkbox for "Include Prompts on PICT Forms". In the "Options" section, the checkbox for "Default Invoice Layout" is checked. At the bottom are three buttons: "Page Setup", "Job Setup", and "Layout".

**Sales Invoice Stationery Setup window - Macintosh**



The PC window titled "Sales Invoices" contains three sections: "Printer Details", "Paper Details", and "Options". In "Printer Details", the "Printer Name" is "\\Pc\_server\NT\_Pro630". There is a checkbox for "Draft Matrix Printer" and a "Page Setup" button. In "Paper Details", the "Form Name" dropdown is set to "1", and the form name is "Sales Invoice Part 1". "Paper Type" has radio buttons for "Plain" and "EMF Form", with "EMF Form" selected. There is a checkbox for "Include Prompts on EMF Forms". In the "Options" section, the checkbox for "Default Invoice Layout" is checked. At the bottom is a "Layout" button.

**Sales Invoice Stationery Setup window - PC**

**Printer Driver** - select the type of printer driver from the pop-up menu. The types displayed will be those as entered in the Printer Drivers section, together with the option to use a printer as selected by the Chooser.

**Printer Name** - enter the printer name if using a network printer. This printer will be automatically found on the network and selected when the report is printed. If a direct connect printer is used a name is not required.

**Draft Matrix Printer** - if high speed draft or faster printing is required, ie without any font or style control, and your printer supports this, eg a dot matrix printer, select this click box. This will print out in draft mode using the printer's built-in fonts. 🍏 **To print out as per the previous versions of ASTRA** - set **each Section** to Courier, 9, Condense and 4 Point Tab Stops. Enable this click box and also ensure that the Draft or Faster mode is selected in the printer's Job Setup.

**Custom Width and Depth** - are only entered if using specially sized paper in a printer which can support Custom sizes in its Page Setup. Remember to select the 'Custom' size button in the 'Page Setup' dialog box for these Custom Width and Depth sizes to be used.

**PICT or EMF Form** - enter the name of the 🍏 PICT or 🖨 EMF form or forms, if they are used. A pop-up menu allows the selection of forms 1, 2, 3 or 4. Select the form number and enter each form name. An example of the use of the multiple forms is:

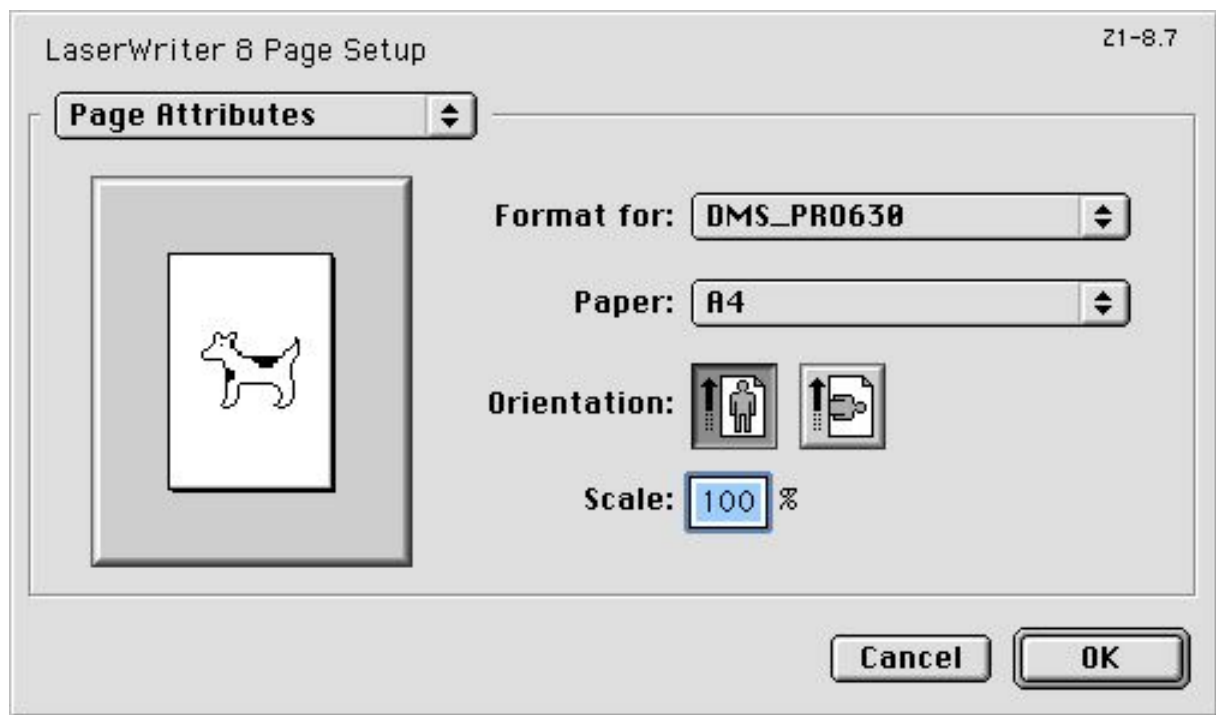
If several copies of an invoice are required each containing slightly different details and logos, eg copy 1 showing 'Customer's Copy...', copy 2 showing 'Office Copy...', copy 3 showing 'Sales Manager's Copy...' and copy 4 showing 'Delivery Note...'. Each form can be individually designed and used in turn when multiple copies of the invoice are printed.

If only one form name is entered and multiple copies are printed, the last named form will be used.

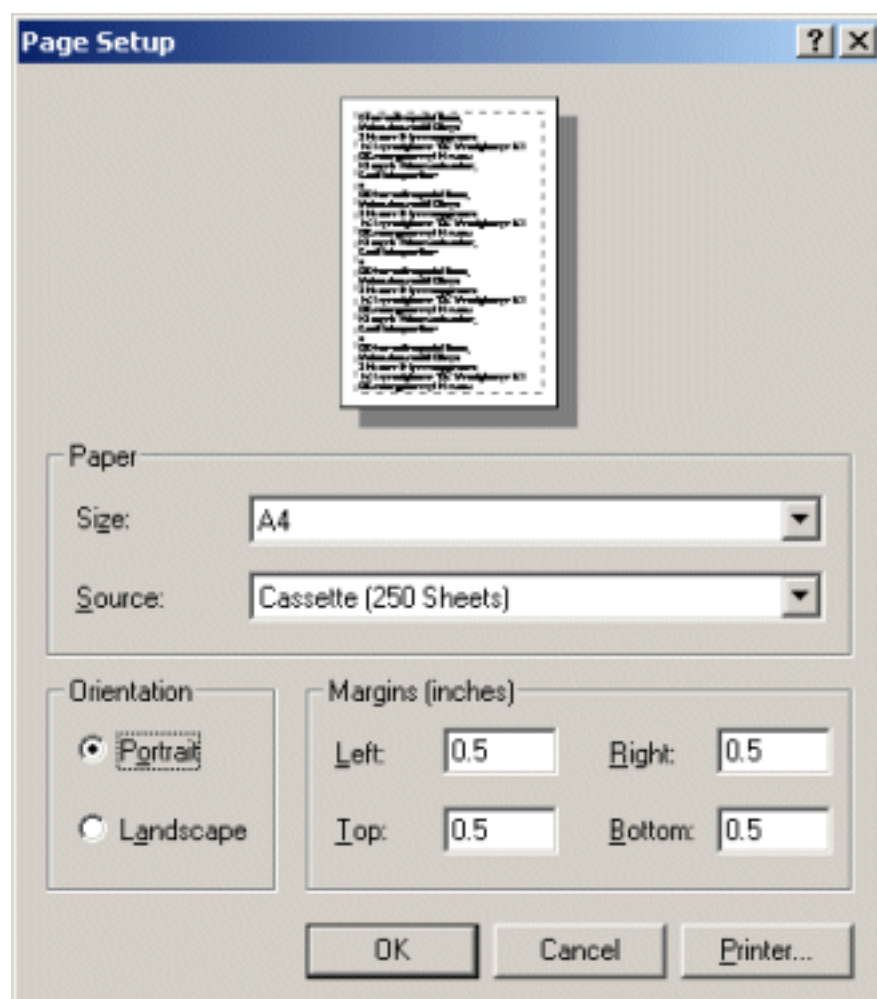
**Include Prompts on PICT/EMF Forms** - enabling this option will allow the printing of prompts. If prompts are not required, ie a stationery form has been designed with these included, disable this check box.

**Default Invoice** - enabling this click box will save these setup parameters into all of the other invoice reports when this stationery item is filed. This is useful when all types of invoices have the same parameters and so saves time. When setting up a plain paper report, eg Trial Balance, the default click box name will change appropriately, eg Default Plain Paper.

**Page Setup** - after specifying the fonts for each section click on this button. The standard Page Setup window applicable to the chosen printer type will appear. This is explained in the computer's handbook. 🍏 Note that if Chooser is selected as the printer driver this button will be dimmed, therefore use the Page Setup option from the File menu and Job Setup which is displayed when printing via the Chooser.




**Page Setup window - Macintosh**




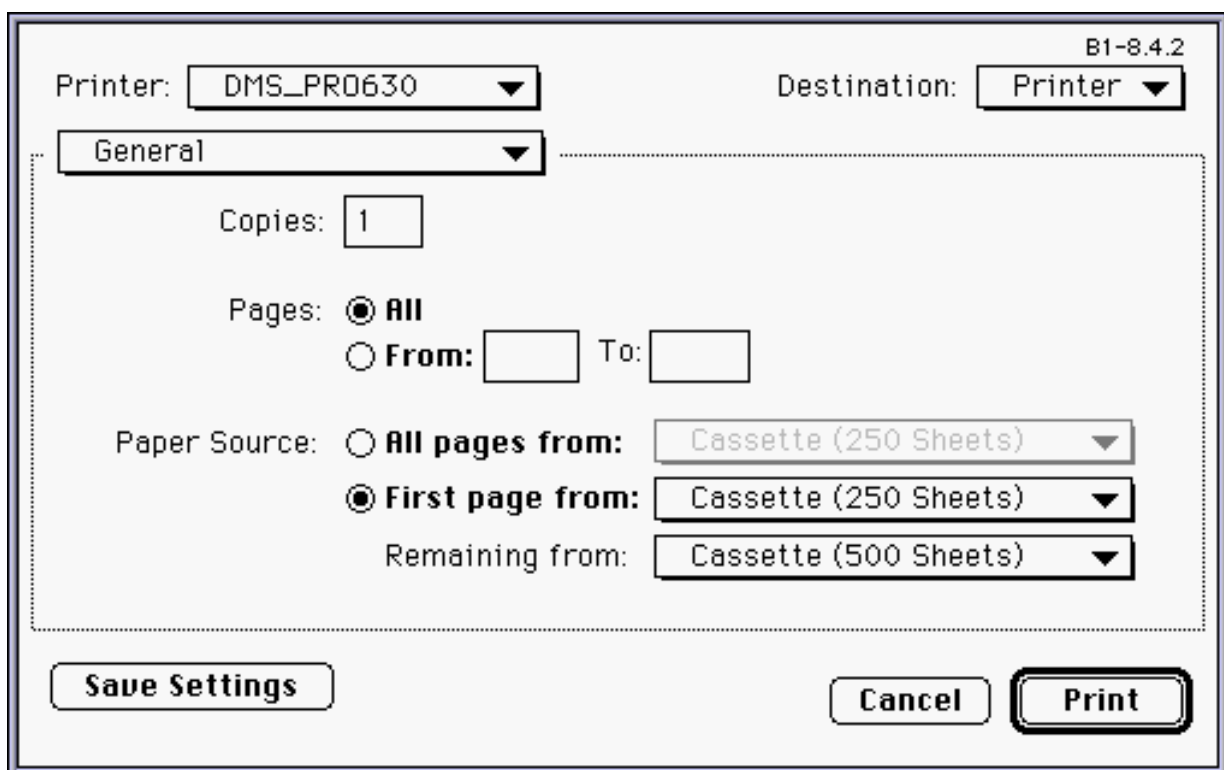
**Page Setup window - PC**

Select the size of paper to be used and enter any required Reduction or Enlargement percentage. If large font sizes are used the Orientation may need

to be set to landscape. Select any Printer Effects and Options. If using 'custom' sized stationery, click the 'Custom' button if it appears in the Page Setup window - see the previous Custom Width and Depth. Note that Custom stationery should not be used for such as the LaserWriter as it will use fixed 'A4' sized paper. Click OK to save the Page Setup for this report. The original stationery setup window will be returned.

 Note that additional printer features such as the Paper Source and the Page Layout (depending on the selected printer) can be selected by clicking the Printer button. This is effectively the same as clicking the Job setup button in the Macintosh stationery setup window which is explained as follows.

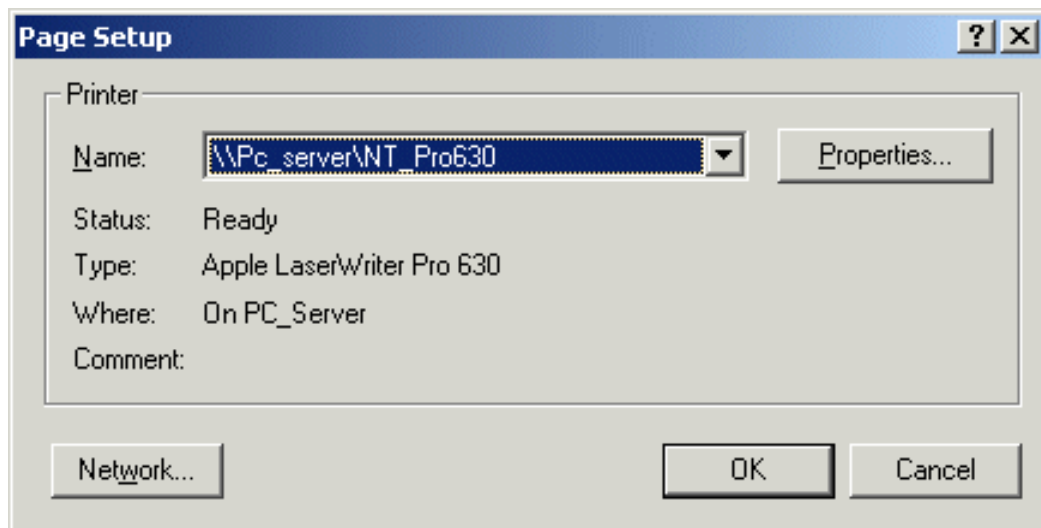
**Job Setup** -  the standard printer Job Setup window will appear as applicable to the type of printer driver being used. This is explained in the computer's handbook.



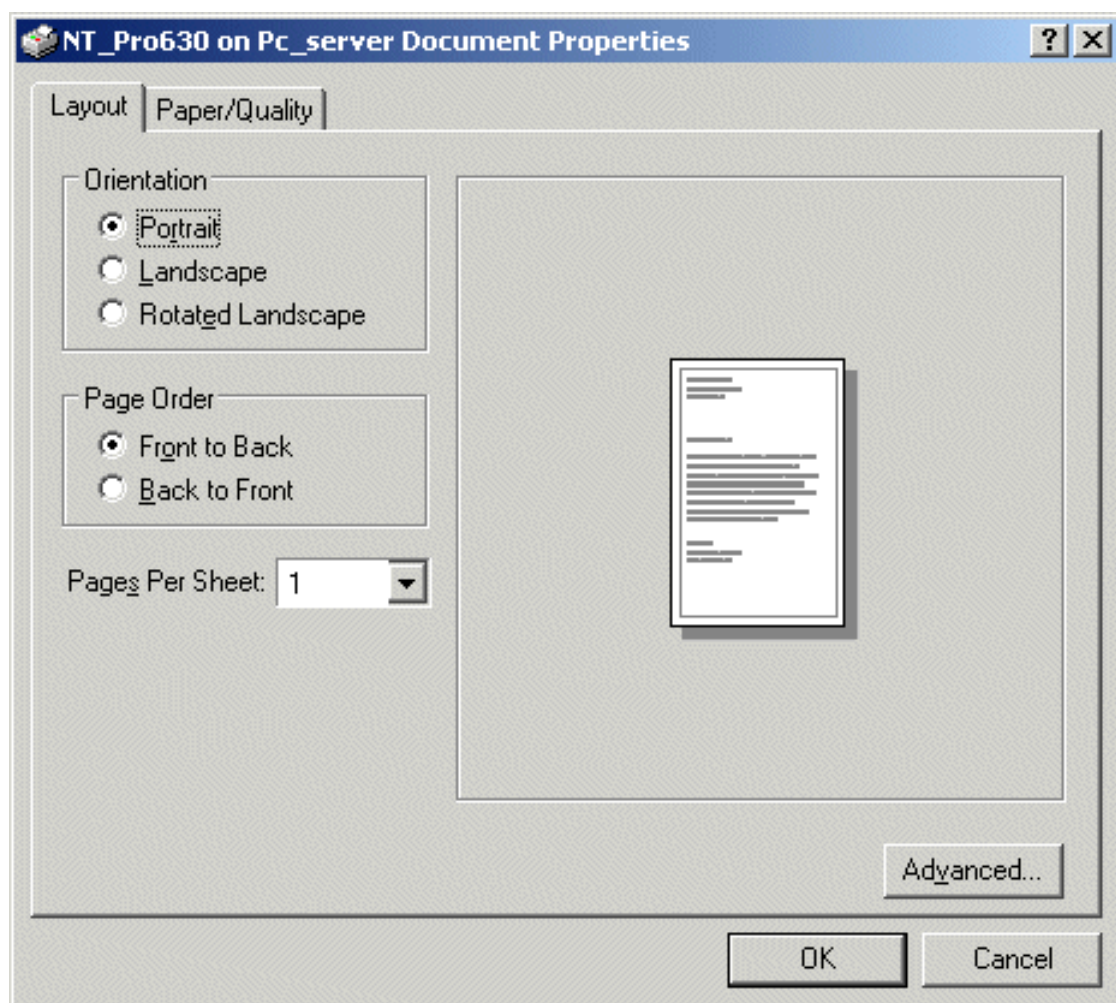
The image shows a 'Job Setup' window for a Macintosh. At the top right, the version number 'B1-8.4.2' is displayed. The 'Printer:' field is set to 'DMS\_PR0630' and the 'Destination:' field is set to 'Printer'. Below these, a 'General' tab is selected. The 'Copies:' field is set to '1'. The 'Pages:' section has the 'All' radio button selected. The 'Paper Source:' section has the 'First page from:' radio button selected, with 'Cassette (250 Sheets)' selected in the dropdown menu. The 'Remaining from:' dropdown menu also shows 'Cassette (500 Sheets)'. At the bottom, there are three buttons: 'Save Settings', 'Cancel', and 'Print'.

**Job Setup window - Macintosh**





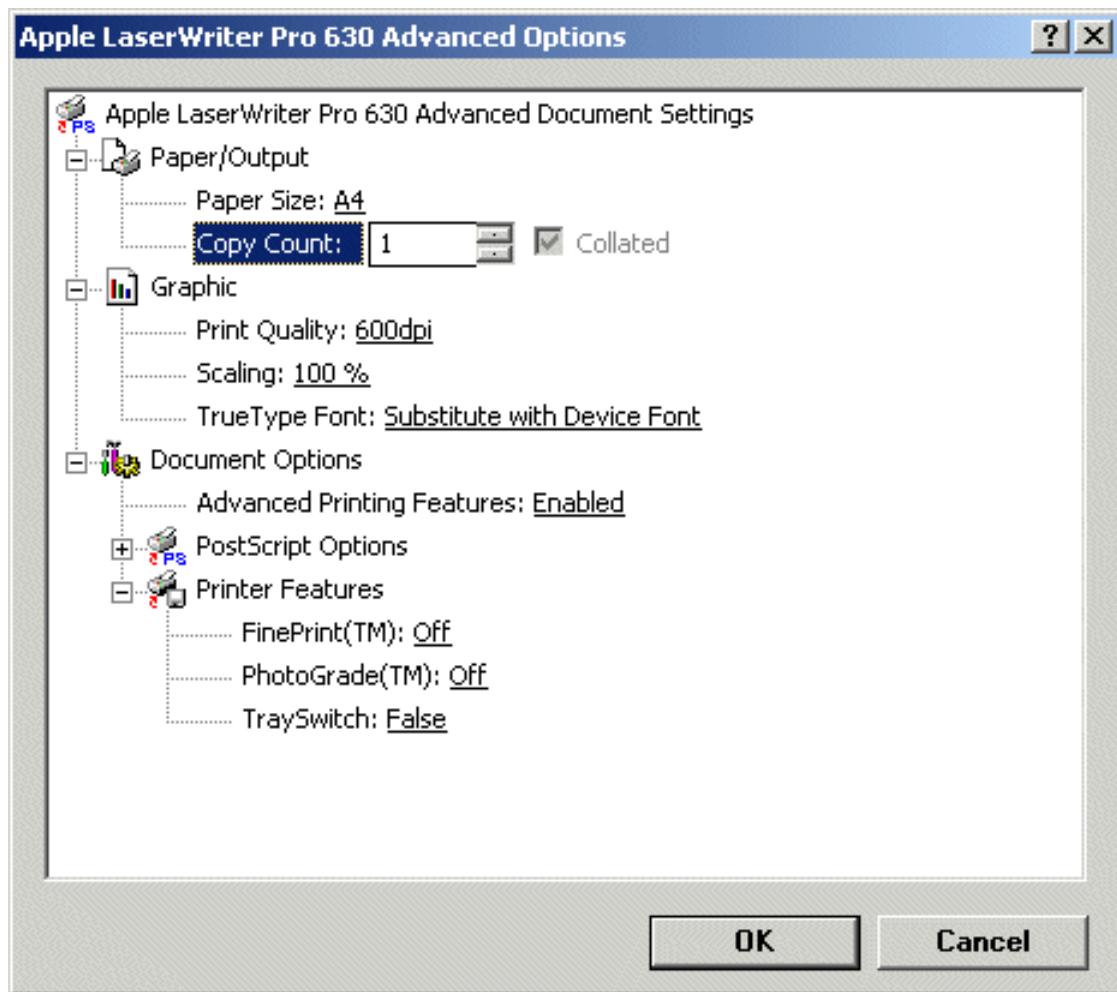
**Job Setup window main - PC**



**Job Setup window - properties - PC**

🍏 Enter the number of copies to be printed. This is generally left at 1 as the number can be specified when printing. 🖨 To set the number of copies, select the Advanced button and then select the number of copies required from the Copy Count option. Note that not all printers support this feature.





**Job Setup window advanced features**

**Custom Layout** - click this if every block of text on the invoice is to be individually customised. Note that this option is not available on all layouts and only those layouts that support this will have the Layout button. Note that the previously explained Tab Stops At and Section settings are ignored when using a custom invoice layout.

A window is displayed showing the page size and orientation as selected for the previous Page Setup. The individual invoice text items will be shown, as applicable to the Paper Type settings. If using plain paper the prompts are displayed in inverse text and can be positioned and customised. If using PICT or EMF Forms, the sales invoice form is first drawn on the page to allow accurate positioning of the items.

### Custom Layout without Prompts window

**Sales Invoices**

**INVOICE - Customer Copy**

**Invoice**

Bretton Court  
Manor Road  
Wales Village  
Sheffield  
S26 5PS

Telephone

Invoice: Inv No.  
Date: Date  
Account: Account  
Order No. Order No.  
Placed By: Placed By

Software Systems Ltd

Thank you for your Order

Stock Code	Description	Quantity	Price	Per	Disc	Vat	Net Amount	Vat Amount	Line Total
Stock Code	Description	Quant	Price	Per	Disc	Vat	Net Amount	Vat Amount	Line Tot
Free Text									
Back Order Message									
Company Details									
Telephone									

Deliver To: Terms

Deliver To: Terms

Telephone

Telephone

Total Due: Total VAT Net Total Net

Co VAT Goods VAT

Total Due: Grand To

VAT Analysis

Co VAT Goods VAT

produced on the ASTRA Desktop Accounting system

**Custom Layout with Prompts window**

Select the required item by clicking on it. It can then be positioned using the mouse or the cursor keys. The text is printed on the invoice starting at the top left of the box.

Double click on the item to display its specification box.

### Free Text Specification

**Position** - the specifications are the position of the item eg Top, Left, Height and Width.

**Text**- the title of the field or the name of the prompt.

**Language** – select the desired Language from the popup menu. Note that it is necessary to create the different languages with the Setup/Languages options.

**Options** - select from the pop-up menu the Font, Size, Style, and Colour. If you wish to print the item also click the 'Print Item' box.

Fields that are printed will appear with the standard background colour and those that are selected not to print will appear with a black background.

Prompts that are printed will appear with a Blue background and those that are no printed will appear with a yellow background. Please note these colours may vary depending on the windows colour scheme selected.

Select the Make Default check box to make all Fonts for this setup to be the same throughout the form. Note that the form does not reflect the font, style or colour selected for viewing purposes.

**System Details** - select from the relevant pop-up menu the Type of Field, Section, Alignment and Field eg which Field it would be, it is possible to have 2 account code fields, 1 at the top of the invoice and once again at the bottom. The Item is the Item number used in such as Macros 'Get Field' command - please refer to the Macro manuals for further information.

**New Item** - click to create a new custom field. The new blank field will be placed on the layout ready for editing. This new field can be used to print a prompt or data from the form. Select the new item and edit as above.

In addition to the displayed fields on some layouts, it is also possible to print additional (or duplicate some) fields as required, eg Delivery Notes has an additional field to print the Line Price if required. Please check the appropriate form to see if additional prompts are available.

### **To Reset the Custom Invoice Setup**

If errors have been made in placing the items click the Cancel button. This will replace the settings with those which were seen since the window was last opened.

### **To File the Custom Invoice Setup**

There are no OK or Cancel buttons on the custom layout window so to file the changes, press enter key or the OK ribbon button.

### **To File the Stationery Setup**

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

Perform this setup procedure for each stationery item to customise the reports as required.

### **Plain Paper Reports**

These are similar to the previous Sales Invoice example but with a few differences as explained below:

**Nominal Ledger**

**Printer Details**  
 Printer Driver: \\Pc\_server\NT\_Pro630  
☐ Draft Matrix Printer  
 Page Setup

**Paper Details**  
 Form Name: Plain Paper  
 Paper Type: ☒ Plain ☐ EMF Form

**Typestyles**  
 Section: Main Text  
 Font Name: Courier  
 Font Size: 8  
 Font Style: Plain Text  
 Colour: [Black Swatch]  
 Font Setup

**Options**  
☒ Default Plain Paper ☒ Print Page Footer

**Plain Paper Stationery Setup window**

**Print Page Footer** - when enabled, puts footers at the bottom of each page containing the same information as appears in the heading at the top of each page. This is to help when quickly scanning through long printouts if they are bound at the top of the pages.

**Default Plain Paper** - enabling this click box will save these plain paper setup parameters into all of the other plain paper reports when filed. This is useful when all plain paper reports have the same parameters.

**Typestyles** - select a Sections and then the required Font Name, Size, Style and Colour.

Press the enter key or click the OK button on the ribbon menu to proceed to file the transaction.

## Labels

All of the various label setups are similar. The Customer's Delivery Labels set up has been chosen to serve as an example.



**Customer's Delivery Labels Stationery Setup window**

Enter the parameters suitable for each type of label.

**Printer Details** - select the name of the printer driver from the pop-up menu and if using a network printer also enter a printer name.

**Label Width & Depth** - these are only entered in inches and only if using specially sized paper in a printer which can support Custom sizes in its Page Setup, such as a dot matrix printer. Remember to select the 'Custom' size button in the 'Page Setup' dialog box for these Custom Width and Depth sizes to be used.

**Number Across & Down Page** - enter the number of labels across and down the page.

**Top and Left Margins** - specify the top and left margins in inches to the first label if using individual sheets of labels. If using continuous stationery enter 0.00" for the top margin as the labels will automatically line up because the gap between sheets is the same as the gap between labels and a fixed label depth is specified.

**PICT or EMF Form** - enter the name of the  PICT or  EMF form.

**Label Type** - select, by clicking the relevant radio button, if the label is Plain or a PICT or EMF form.

**Typestyles** - select from the pop-up menu the Font, Size, Style, and Colour.



**Page Setup** - select to adjust the Page parameters as explained in the above stationery setup.

**Job Setup** - select to adjust the Page parameters as explained in the above stationery setup.

Press the enter key or click the OK button on the ribbon menu to proceed to file the transaction.

### **Individual Sheets of Labels**

If using individual sheets of labels in such as a Laser printer, the Start at Column and Start at Row of the first available label can be specified when printing. This is useful when using a part used label sheet. These label co-ordinate values are incremented automatically as the labels are printed.

### **ImageWriter Printers**

🍏 It is recommend that users with ImageWriter printers use labels with a minimum depth of 1.5". Smaller labels will work by setting the 'No Gaps Between Pages' option on the Page Setup box. A dummy label may be printed, either when starting or finishing printing, because the Macintosh Print Manager tries not to let paper rest below the pinch bars.

### **Point of Sale Printer**

Various types of POS invoice stationery can be specified which therefore enables the POS computer to be also used as a high speed Trade Counter with its own customised stationery.

In the 'Point of Sale' setup, explained earlier, you can select whether the POS printer is to be a standard printer, eg Laser or dot matrix printer, etc, or a high speed tally roll printer connected to the serial port. This setup window therefore depends on which type of printer has been previously selected.

### **Standard Printer**

If this was selected in the previous Point of Sale setup, use the stationery setup as explained in the previous example.

### **Serial Tally Printer**

If this was selected in the previous Point of Sale setup, the following window will appear:

**Point of Sale Printer**

Baud Rate  
☐ 1200    ☐ 2400    ☐ 4800    ☒ 9600

Parity  
☒ None    ☐ Odd    ☐ Even

Data Bits  
☐ 7 Bits    ☒ 8 Bits

Stop Bits  
☒ 1 Bit    ☐ 2 Bits

At End of Line  
☒ Automatic Newline    ☐ Requires a Newline

Newline  
☒ Requires CR    ☐ Requires CR and LF

Guillotine Characters  
               

Line Width  
☒ 40 Characters    ☐ 80 Characters

Page Length  
☒ Roll    ☐ Fixed Length. No. of 1/8 inch Lines:  
Line Feeds to Tear Off Receipt:   
☒ Add Extra Blank Lines

Serial Port  
Port Name:

**POS Serial Tally Printer Setup window**

**Baud Rate** - as applicable to the serial data settings for the printer.

**Parity** - as applicable to the serial data settings for the printer.

**Data Bits** - as applicable to the serial data settings for the printer.

**Stop Bits** - as applicable to the serial data settings for the printer.

**At End of Line** - select 'Requires a Newline' if the printer has to be forced to advance the paper at the end of each line of printing - see below.

**Newline** - select whether a carriage return or a carriage return together with a linefeed is needed to advance the paper in the printer.

**Guillotine Characters** - if the printer has the facility to cut the receipt, enter the required string of decimal ASCII characters.

**Line Width** - select the line width of the printer. If the 40 characters button is

selected, and if 'Long Messages' have been chosen in the Point of Sale setup, see previously, two lines will be printed for each item on the receipt.

**Page Length** - select either 'Roll' or 'Fixed Length' for the POS receipt. If Fixed length is chosen, the size of the POS receipt is entered in the 'No. of 1/6" Lines' box, eg 48 would give 8" receipts. If fixed length is specified, custom pre-printed POS invoices can be used.

**Line Feeds to Tear Off Receipt** - enter the number of lines which the receipt needs to advance in readiness for tearing off. This enables the POS printing to match different POS invoice layouts and POS printers.

**Add Extra Blank Lines** - this inserts blank lines onto the POS receipt to space out the printed information and is for extra clarity.

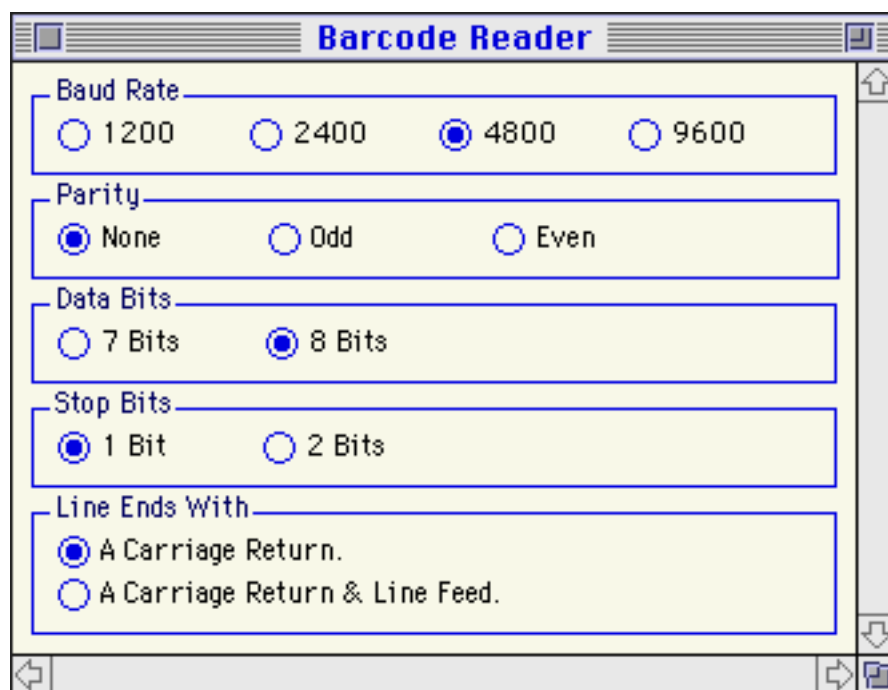
Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

It is advisable to set both the serial tally roll printer and barcode reader to the same serial settings.

## Barcode Reader

🍏 In order to use a serial barcode reader at the Point of Sale its hardware specifications need to be set up. These settings should only be altered if a different type of barcode reader is used and then only by a person with the appropriate knowledge. A laser scanner type of barcode reader may be used for high volume throughput for such as at a busy supermarket checkout.

A serial barcode reader is connected to the computer's modem port.

A screenshot of a software window titled "Barcode Reader". The window has a yellow background and a blue border. It contains five sections, each with a label and a group of radio buttons. The first section is "Baud Rate" with options 1200, 2400, 4800 (selected), and 9600. The second section is "Parity" with options None (selected), Odd, and Even. The third section is "Data Bits" with options 7 Bits and 8 Bits (selected). The fourth section is "Stop Bits" with options 1 Bit (selected) and 2 Bits. The fifth section is "Line Ends With" with options A Carriage Return. (selected) and A Carriage Return & Line Feed. The window has a standard Mac OS X title bar with a red close button, a yellow maximize button, and a green minimize button. There are also navigation arrows at the bottom left and right.

**Barcode Reader Setup window**

**Baud Rate** - select this to match the barcode reader.

**Parity** - select this to match the barcode reader.

**Data Bits** - select this to match the barcode reader.

**Stop Bits** - select this to match the barcode reader.

**Line Ends With** - select whether the 'string' of barcode characters will end with a **Carriage Return** or with a **Carriage Return and Line Feed**.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

It is advisable to set both the serial tally roll printer and barcode reader to the same serial settings.

### **Data Entry from Another Computer via the Serial Port**

Whenever **ASTRA** expects input it looks first at the modem port to see if a serial barcode reader has sent a signal, then the keyboard. This protocol enables data to be entered into any of **ASTRA**'s windows from a remote computer via the serial port and is particularly useful for such as transferring large quantities of stock details in a new **ASTRA** installation.

To do this:

Connect the output of the remote sending computer to the input of the modem port of the receiving computer, running **ASTRA**. Open the required window then send the data at the same baud rate, etc, as specified in the Barcode Reader Setup. To move from field to field send a tab character, char(9). To accept the screen data, send an enter character, char (3), followed by a further enter character to acknowledge the 'OK to File'. The data will then be filed and the window will be ready for further data input.

## **Localisation**

This determines the format of monetary amounts.

**Localisation**

**Number Formats**  
 Decimal Point Symbol: .  
 Thousands Symbol: ,  
 Example: 60,475,042.0

**Prices**  
 Number of Decimal Places: 2  
 Leading Places on Entries: 6  
 Leading Places on Reports: 7  
 Example of Entry: 268,751.24

**Quantities**  
 Number of Decimal Places: 0  
 Leading Places on Entries: 7  
 Leading Places on Reports: 7  
 Example of Entry: 7,416,435

**Stock Manufacture Quantities**  
 Number of Decimal Places: 2  
 Example of Entry: 7,416,435.30

**Currency**  
 Home Currency Name: Sterling  
 Home Currency Code: £  
 Leading Places on Entries: 7  
 Leading Places on Reports: 8  
 Example of Entry: 2,363,729.58

**Country Details**  
 Language: English  
 Country: United Kingdom  
 Prefix and Suffix Divider: /

**Search Character**  
☒ % ☐ \*

**Localisation window**

### **Number formats:**

**Decimal Point Symbol**- select the type of decimal delimiter, eg ‘,’ for Germany.

**Thousands Symbol** select the type of symbol for thousands.

**Print Zero as 0** or **Print Zero as Ø** - select the type of zero to be printed.

**Example** - this shows an example using the above parameters.

### **Prices:**

**Number of Decimal Places**- choose the number of decimal places for prices from this pop-up menu.

**Leading Places on Entries** - choose the number of leading places on entries from this pop-up menu.

**Leading Places on Reports** - choose the number of leading places on reports from this pop-up menu.

**Example of Entry** - this shows an example of the above parameters.

#### **Quantities:**

**Number of Decimal Places** - choose the number of decimal places for quantities from the pop-up menu.

**Leading Places on Entries** - choose the number of leading places on entries from the pop-up menu.

**Leading Places on Reports** - choose the number of leading places on reports from the pop-up menu.

**Example of Entry** - this shows an example of the above parameters.

#### **Stock Manufacture Quantities:**

**Number of Decimal Places** - choose the number of decimal places for quantities from the pop-up menu.

**Example of Entry** - this shows an example of the above parameters.

#### **Currency:**

**Home Currency Name** - enter the default currency name.

**Home Currency Code** - enter the symbol of the currency

**Leading Places on Entries** - choose the number of leading places on entries from the pop-up menu.

**Leading Places on Reports** - choose the number of leading places on reports from the pop-up menu.

**Example of Entry** - this shows an example of the above parameters.

#### **Country Details:**

**Language** - enter the default language.

**Country** - enter the default country.

**Prefix and Suffix Divider** - enter default character to be used as a divider.

**Search Character** - select either the % or \* key to be used as a wildcard

character when using the Info menu. Please refer to the section 'Locating Info Items' for instructions on how to use this feature.

## File Locations

### Stationery Folder for Macintosh

The screenshot shows a window titled "Stationery Folder". Inside, there is a text area with the instruction: "Enter the full name and path of the folders where the following files for your company are kept." Below this, there are five sections, each with a label and a text input field:

- Stationery Forms**: ASTRA\_Server:Accounts:Stationery Forms
- Stock Pictures**: ASTRA\_Server:Accounts:Stock Pictures
- Point of Sale Adverts**: ASTRA\_Server:Accounts:POS Adverts
- Macros**: ASTRA\_Server:Accounts:Macros
- Printed Reports**: ASTRA\_Server:Accounts:Printed Reports

Below the "Macros" section, there are two small input fields: "File Type:" with "TEXT" and "File Creator:" with "DMSP". Similarly, below the "Printed Reports" section, there are two small input fields: "File Type:" with "TEXT" and "File Creator:" with "DMSP".

**File Locations window**

**Stationery Folder** - enter the name of the Stationery Folder to be used by this accounts database. Whenever it is required to use a PICT form in a printout, **ASTRA** will automatically locate this Stationery Folder then the applicable PICT form. The form, which consists of drawn lines, shaded boxes, company logos etc, is sent to the laser printer at the same time as the actual data thereby producing a complete bespoke document.



**Stock Pictures** - enter the name of the Stock Pictures to be used by this accounts database. **ASTRA** will automatically locate the Pictures specified for each Stock Item.

**Point of Sale Adverts** - enter the name of the Point of Sale Adverts to be used by this accounts database. **ASTRA** will automatically locate the Adverts. Each advert will be displayed as it appears in alphabetical order. To repeat an advert during a sequence, make a duplicate of the advert and name it accordingly.

Note that these files must be stored on a Macintosh compatible volume on the NT Server. Please refer to the NT manuals for information on how to create Macintosh Volumes. When specifying the File Locations, enter the full path name starting from the Macintosh volume, in the example above the Macintosh volumes is called 'ASTRA\_Server' and the file locations path name follows and separate each path (folder) name with a full colon.

**Macros** - enter the name of the Macros Folder to be used by this accounts database. **ASTRA** will automatically default to this location when opening a Macro. Also specify the File Type and File Creator that is used for Macros.

**Printed Reports** - enter the name of the Printed Reports Folder to be used by this accounts database. **ASTRA** will automatically locate the Reports folder when saving reports to a file. Also specify the File Type and File Creator that is used for Printed Reports.

## **Stationery Folder for PC**

**Stationery Folder**

Enter the full name and path of the folders where the following files for your company are kept.

Stationery Forms  
ASTRA\_Server\Accounts\Stationery\_Forms

Stock Pictures  
ASTRA\_Server\Accounts\Stock\_Pictures

Point of Sale Adverts  
ASTRA\_Server\Accounts\POS\_Adverts

Macros  
ASTRA\_Server\Accounts\Macros  
File Type: txt

Printed Reports  
ASTRA\_Server\Accounts\Printed\_Reports  
File Type: txt

**File Locations window**

**Stationery Folder** - enter the name of the Stationery Folder to be used by this accounts database. Whenever it is required to use an EMF form in a printout, **ASTRA** will automatically locate this Stationery Folder then the applicable EMF form. The form, which consists of drawn lines, shaded boxes, company logos etc, is sent to the laser printer at the same time as the actual data thereby producing a complete bespoke document.

**Stock Pictures** - enter the name of the Stock Pictures to be used by this accounts database. **ASTRA** will automatically locate the Pictures specified for each Stock Item.

**Point of Sale Adverts** - enter the name of the Point of Sale Adverts to be used by this accounts database. **ASTRA** will automatically locate the Adverts. Each advert will be displayed as it appears in alphabetical order. To repeat an advert during a sequence, make a duplicate of the advert and name it

accordingly.

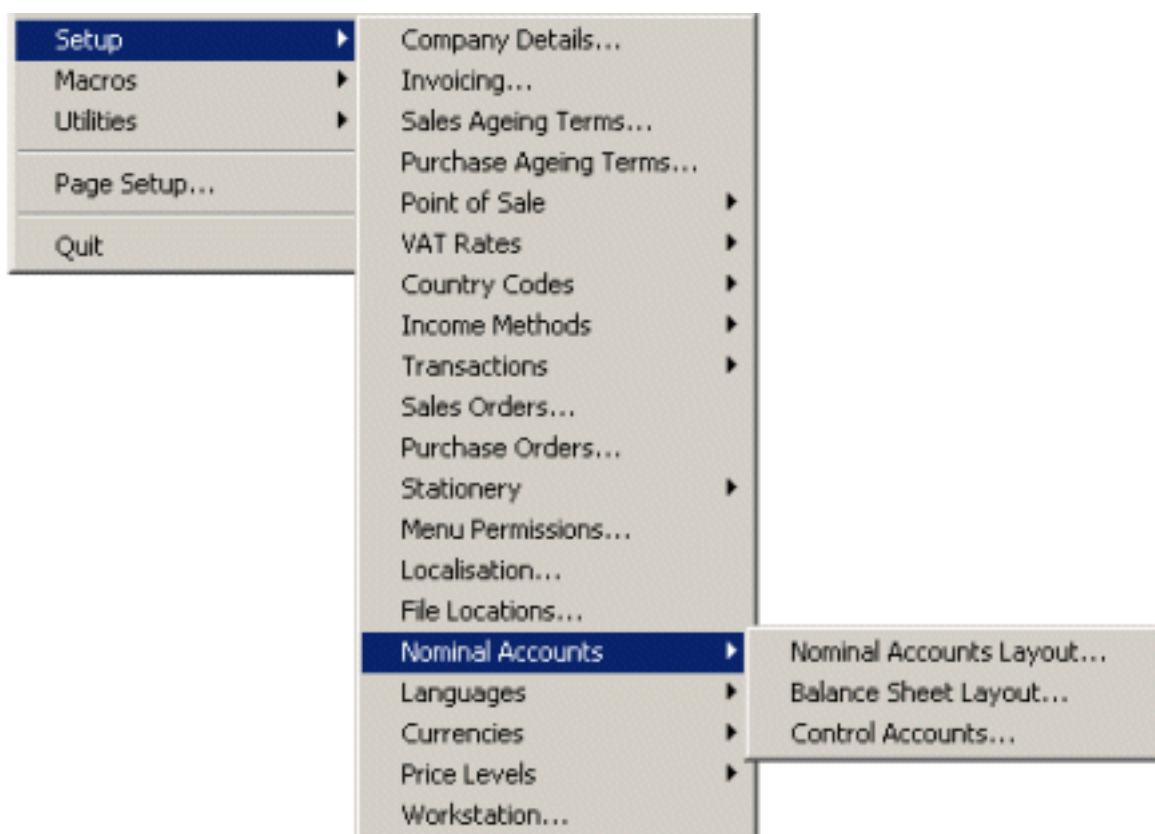
When specifying the File Locations, enter the full path name starting from the main volume, in the example above volume is called 'ASTRA\_Server' and the file locations path name follows and separate each path (folder) name with a backslash.

**Macros** - enter the name of the Macros Folder to be used by this accounts database. **ASTRA** will automatically default to this location when opening a Macro. Also specify the File Type that is used for Macros.

**Printed Reports** - enter the name of the Printed Reports Folder to be used by this accounts database. **ASTRA** will automatically locate the Reports folder when saving reports to a file. Also specify the File Type that is used for Printed Reports.

## Nominal Accounts

The structure and layout of all Nominal Group can be fully controlled to show where each Nominal Group is printed for management reports.



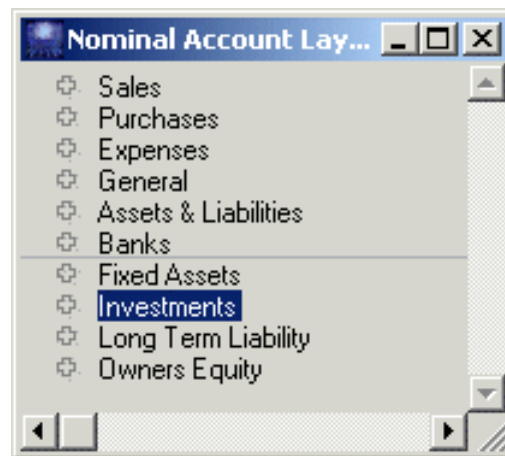
**Nominal Accounts window**

### Nominal Accounts Layout

Select the nominal group to move, by clicking on the + symbol and then drag to the required position using the mouse. The nominal groups will be shown in this new position (as indicated by the line) when next displaying the Trial

Balance reports.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

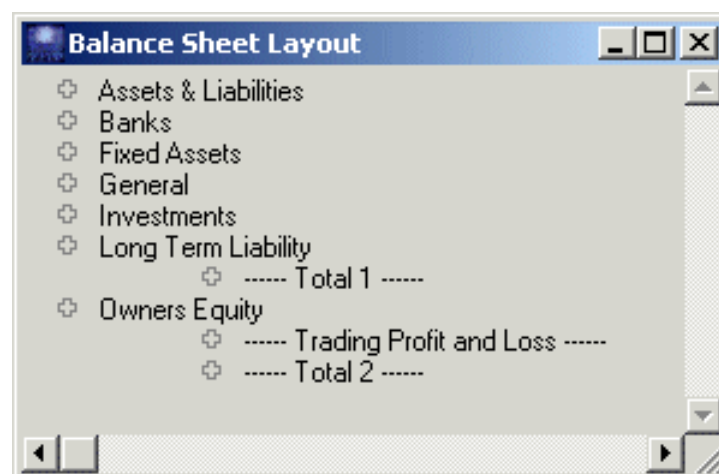


**Nominal Accounts Layout window**

## Balance Sheet Layout

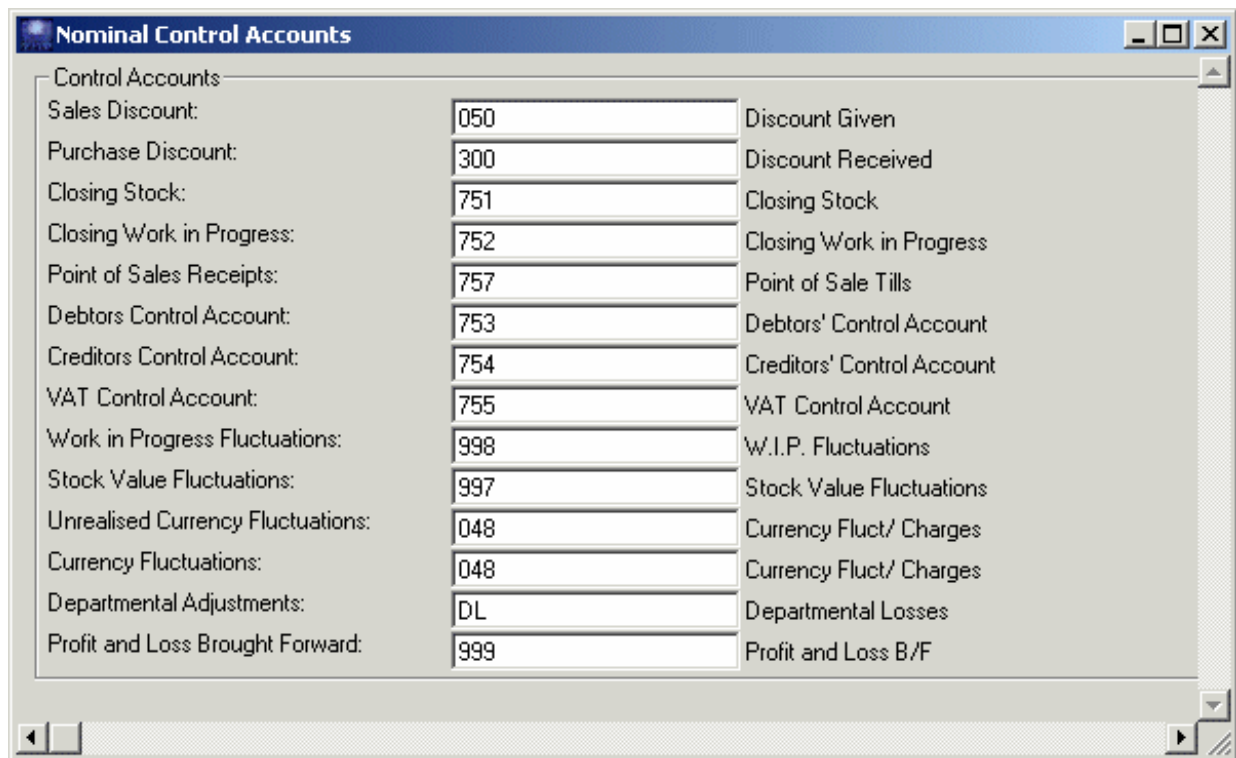
Select the nominal group to move, then drag to the required position using the mouse. The nominal groups will be shown in this position when next displaying the Balance Sheet.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters, and to re-index the nominal accounts.



**Balance Sheet Layout window**

## Control Account Layout



Control Accounts	Code	Description
Sales Discount:	050	Discount Given
Purchase Discount:	300	Discount Received
Closing Stock:	751	Closing Stock
Closing Work in Progress:	752	Closing Work in Progress
Point of Sales Receipts:	757	Point of Sale Tills
Debtors Control Account:	753	Debtors' Control Account
Creditors Control Account:	754	Creditors' Control Account
VAT Control Account:	755	VAT Control Account
Work in Progress Fluctuations:	998	W.I.P. Fluctuations
Stock Value Fluctuations:	997	Stock Value Fluctuations
Unrealised Currency Fluctuations:	048	Currency Fluct/ Charges
Currency Fluctuations:	048	Currency Fluct/ Charges
Departmental Adjustments:	DL	Departmental Losses
Profit and Loss Brought Forward:	999	Profit and Loss B/F

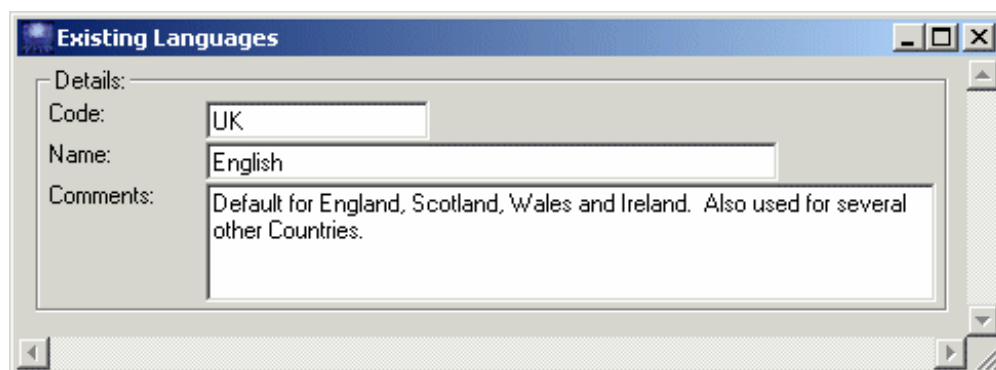
**Control Account Layout window**

Enter the relevant Nominal Accounts for the Control Accounts.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Languages

This determines the languages to be used in the system.



Existing Languages	
Details:	
Code:	UK
Name:	English
Comments:	Default for England, Scotland, Wales and Ireland. Also used for several other Countries.

**Languages window**

**New Language Code** - enter the code, name and comments if required.

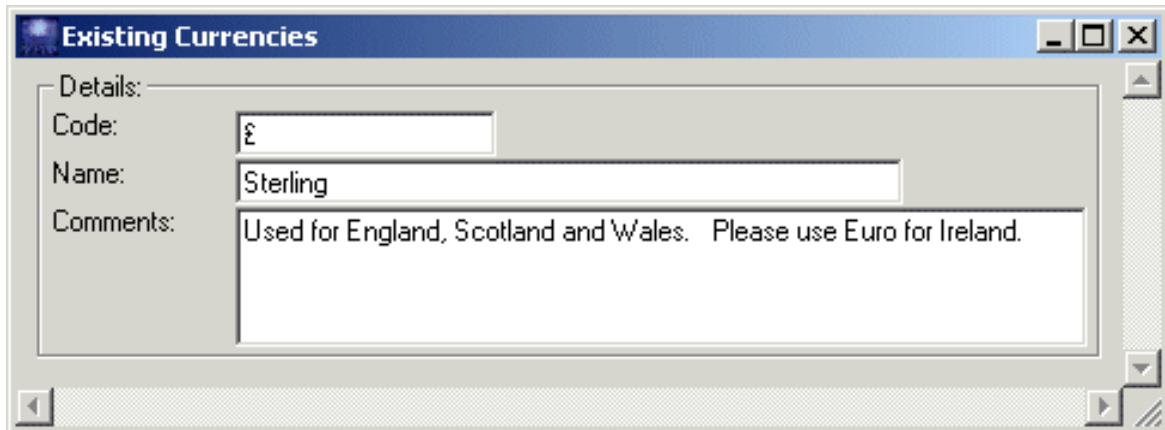
**Existing Language Code** - enter a code and the details previously entered will be displayed for confirmation. You can edit the name and comments, if required.

**Delete Language Code** - enter the code you want to delete.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Currencies

Up to 35 currencies can be specified in this window.



**Currencies window**

**New Currency Code** - enter the code, name and comments if required.

**Existing Currency Code** - enter a code and the details previously entered will be displayed for confirmation. You can edit the name and comments, if required.

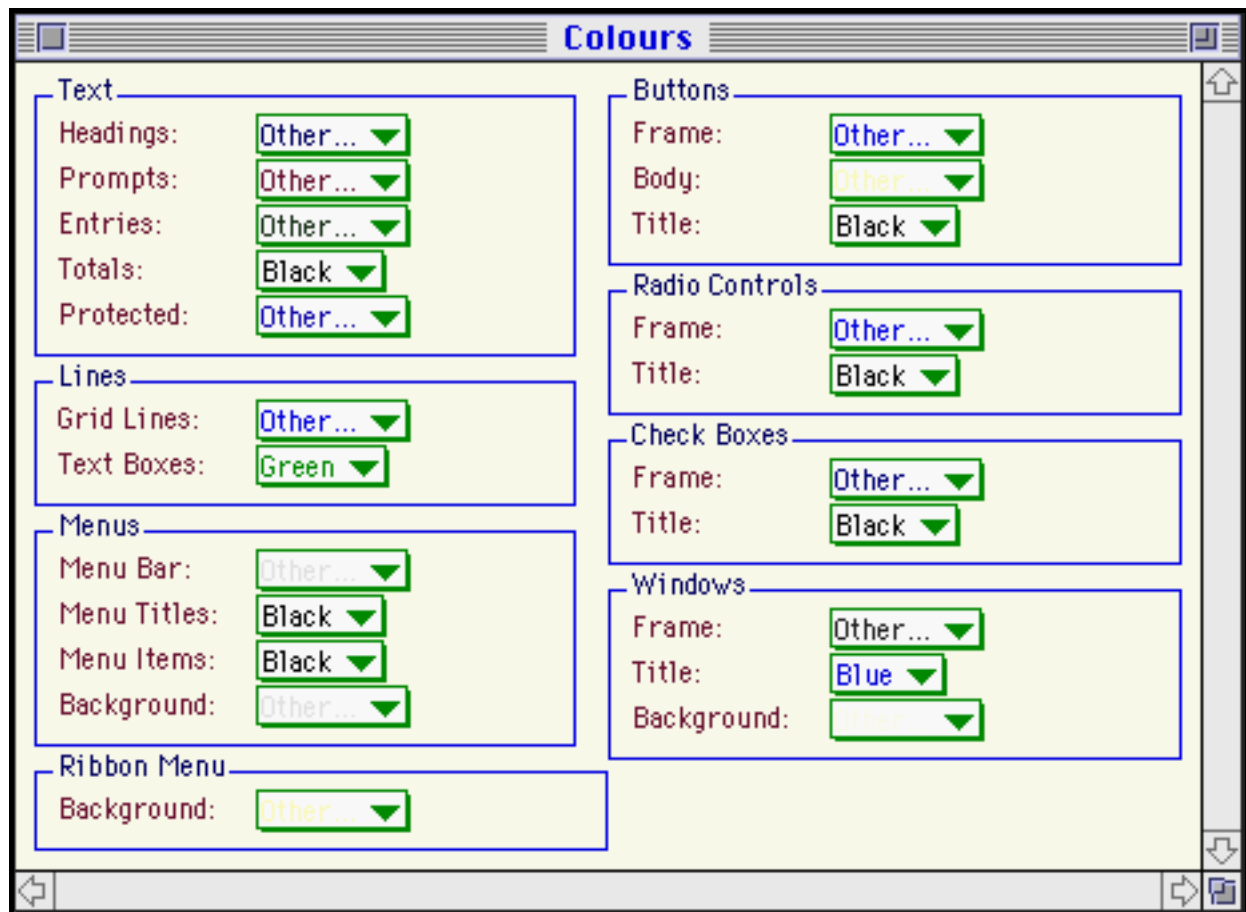
**Delete Currency Code** - enter the code you want to delete.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.

## Window Colours

🍏 The appearance and window colours can be specified here. Please Note, DO NOT set the menus to all the same colours as this will cause the menus to effectively disappear as the headings will be the same colour as the background.

By selecting 'other' from the pop-up menu it is possible to select your own colour using the standard Apple 'colour picker'. Please refer to the Macintosh user manual for details. If the colour is changed whilst **ASTRA** is running then the changes may not be seen. To see any changes, restart **ASTRA**.



**Window Colours window**

**Text** - select the colours for the headings, prompts, entries, total and protected.

**Lines** - select the colours for the grid lines and the text boxes.

**Menus** - select the colours for the menu bar, menu titles, menu items and background.

**Ribbon Menus** - select the colour of the background of the ribbon menu.

**Buttons** - select the colours for the frame, body and title of the buttons.

**Radio Controls** - select the colours for the frame and the title of the radio controls.

**Check Boxes** - select the colours for the frame and the title.

**Windows** - select the colours for the frame, title and background.

Press the enter key or click the OK button on the ribbon menu to proceed to file the setup parameters.



# Tax Returns

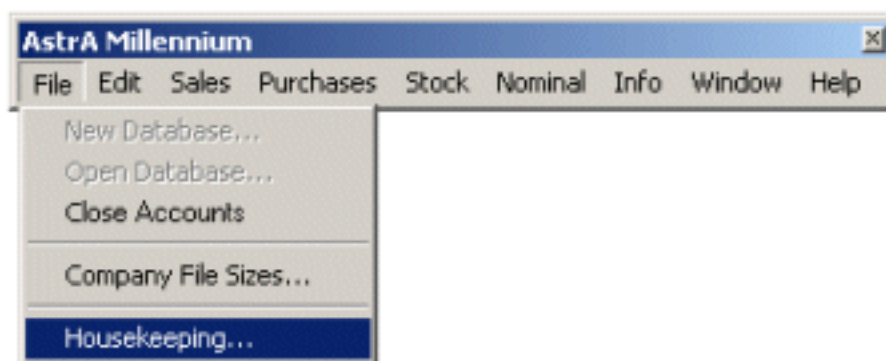
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The Tax Return routines can be performed quarterly or at any time as applicable to current regulations. Please refer to the **Nominal Accounts** manual for full details on how to perform these routines.

# Housekeeping and Year End

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## Housekeeping



**Housekeeping menu**

This is performed whenever it is required to remove completed transactions from the file to free space for new transactions. Housekeeping has nothing to do with any accounting procedures and can be carried out at any time.

Transaction information can be left on the system indefinitely and only cleared when there is insufficient space on hard disk. It is however suggested that old transactions are periodically removed to speed up access times and report generation. Note that in order for transactions to be removed, all related areas of the transaction must be completed, eg an sales invoice must be completed and paid, the payment allocated, the bank reconciliation for that payment checked and updated, the stock order (if applicable) must be completed and the 'Delete Transactions when Housekeeping' checkbox selected. This checkbox can be found in the Details section of existing sales and purchase accounts.

**Important: BACKUP the company accounts database before proceeding with Housekeeping** as data could become corrupted in the event of equipment failure or loss of mains power during the procedure.

Housekeeping can be performed independently for five different sections.

The screenshot shows a window titled "Housekeeping" with several sections for removing data:

- Transactions**
  - ☒ Remove Sales Transactions, Entered On or Before : 2/4/2001
  - ☒ Remove Purchase Transactions, Entered On or Before : 2/4/2001
  - ☒ Remove Nominal Transactions, Entered On or Before : 2/4/2001
- Back Orders**
  - ☒ Remove Completed Sales Orders, Entered On or Before : 31/3/2001
  - ☒ Remove Completed Purchase Orders, Entered On or Before : 31/3/2001
- Jobs**
  - ☐ Remove Completed Jobs, Completed On or Before :
- Stock Transactions**
  - ☒ Remove Invoiced Stock Items, Invoiced On or Before : 2/4/2001
  - ☒ Remove Sales Order Transactions, Entered On or Before : 2/4/2001
  - ☒ Remove Purchase Order Transactions, Entered On or Before : 2/4/2001
  - ☒ Remove Stock Receipts, Received On or Before : 2/4/2001
  - ☐ Remove Stock Adjustments, Entered On or Before :
  - ☐ Remove Price Changes On or Before :
- Stored Invoices**
  - ☐ Remove Stored Invoices, Entered On or Before :

**Housekeeping window**

## Transactions

**Remove Sales Transactions, Entered On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Please note that you must also click the box to remove sales transactions in each customer's sales accounts in order for transactions to be removed. Transactions that have been completed after the entered date will remain.

**Remove Purchase Transactions, Entered On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Please note that you must also click the box to remove purchase transactions in each supplier's purchase accounts in order for transactions to be removed. Transactions that have been completed after the entered date will remain.

**Remove Nominal Transactions, Entered On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Transactions that have been completed after the entered date will remain.

## Back Orders

**Remove: Completed Sales Orders, Entered On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Transactions that have been completed after the entered date will remain.

**Remove: Completed Purchase Orders, Entered On or Before** - click the box and enter the date up-to which you want the transactions to be removed.

Transactions that have been completed after the entered date will remain.

## **Jobs**

**Remove: Completed Jobs, Entered On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Transactions that have been completed after the entered date will remain.

## **Stock Transactions**

**Remove: Invoiced Stock Items, Invoiced On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Transactions that have been completed after the entered date will remain.

**Remove: Sales Order Transactions, Entered On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Transactions that have been completed after the entered date will remain.

**Remove: Purchase Order Transactions, Entered On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Transactions that have been completed after the entered date will remain.

**Remove: Stock Receipts, Received On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Transactions that have been completed after the entered date will remain.

**Remove: Stock Adjustments, Entered On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Transactions that have been completed after the entered date will remain.

**Remove: Price Changes On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Transactions that have been completed after the entered date will remain.

## **Spooled Invoices**

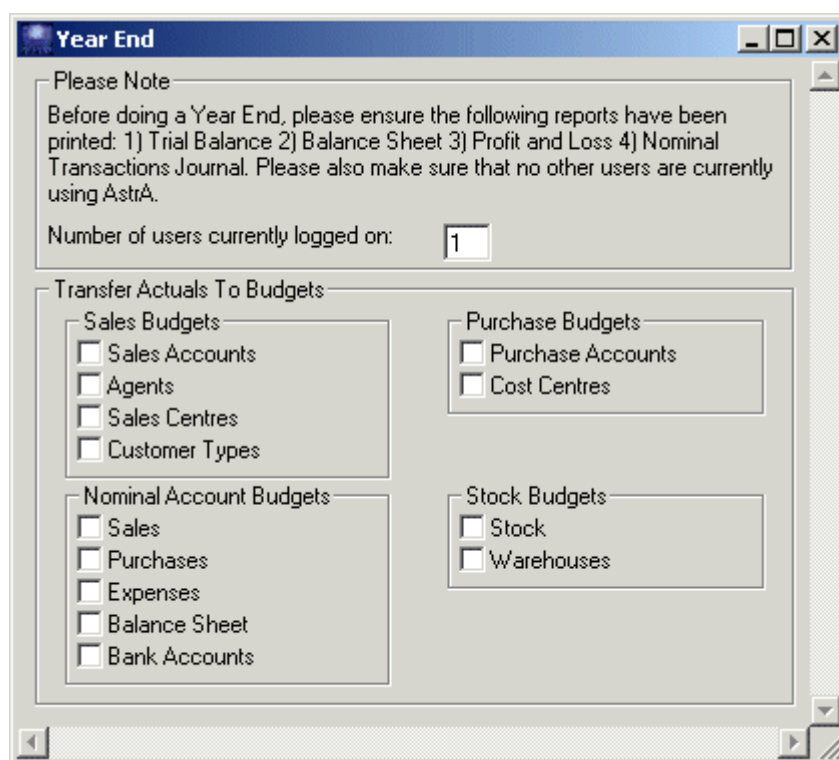
**Remove: Spooled and Tele-Sales Invoices, On or Before** - click the box and enter the date up-to which you want the transactions to be removed. Transactions that have been completed after the entered date will remain.

## **Year End**

A Year End is usually performed after the last day of trading in the financial year. It will provide a new set trading nominal accounts, ie sales & purchase, ready for the new financial year. Note that **ASTRA** has 3 years on-line accounting and so the current next year is automatically moved into place for 'this year' and a new set of accounts are created ready for next year. This enables the user to 'forward date' a set of transactions if required.

**Important: BACKUP the company's accounts database before proceeding**

**with a Year End** as data could become corrupted in the event of equipment failure or loss of mains power during the procedure.



**Year End window**

The Year End is located under the Nominal Transactions menu. Once selected you will be presented with a box which lists the reports that need to be printed before you can perform the Year End. Print these reports and click the OK button on the menu bar. The Year End will then proceed.

## **Year End Completed**

After the Year End procedure has been completed, proceed with the new financial year's sales, point of sale, purchases and journals as normal. The new financial year dates are automatically transferred.

## **Late Sales, Purchases and Journals**

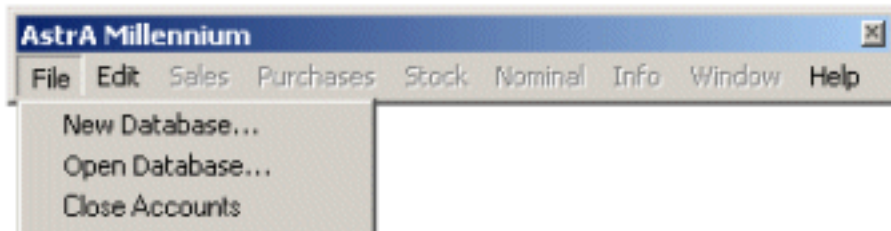
As there could be late journal entries and corrections, late sales or late purchase invoices still in the post, **ASTRA** can allow Sales, Purchase and Nominal transactions to be entered into the previous financial year's accounts. Please refer to the Setup section in this manual and to the **Sales**, **Purchase** and **Nominal** manuals for further details.

Late transactions will automatically be 'slotted' into last year's accounts, correctly updating the applicable nominal accounts and reports, ie Trial Balance, Balance Sheet, Profit & Loss, together with this year's brought forward values. Please refer to the **Nominal** manual for details.

# File

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The File menu contains everything relevant to the accounts database. Note that not all of the menus will be available at the same time and are only shown here for clarity.



**New, Open and Close menu**

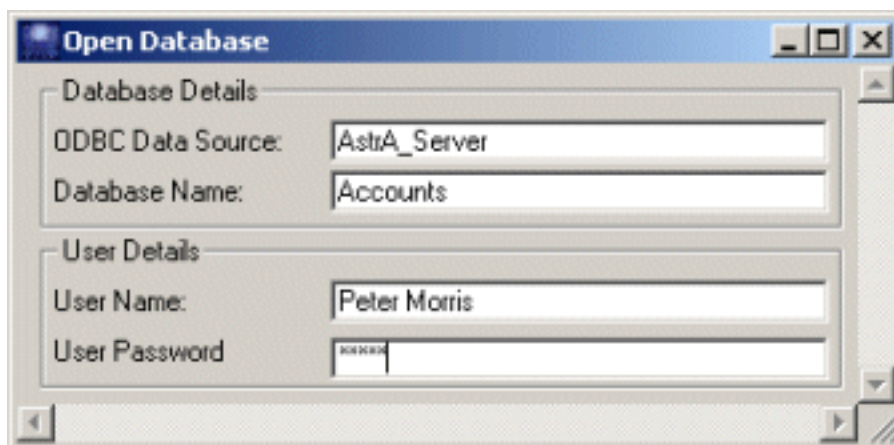
## New

Please refer to the previous section called 'Running **ASTRA** for The First Time' for information on how to create a New database.

## Open

When **ASTRA** is first launched, choose 'Open' to open the required accounts database. When selected, a standard Open File dialog box is presented which is used to select the required accounts database. Refer to the manuals supplied with the computer for information on opening files. If there is already a company database opened, this menu option will not be available until the current file is closed.

After the database has been opened, a Password is required. Asterisks are substituted for each letter as it is typed to prevent the password from being inadvertently seen by others. Note that when using MSDE, the User Name is 'sa' by default and there is no password.



**Password window**

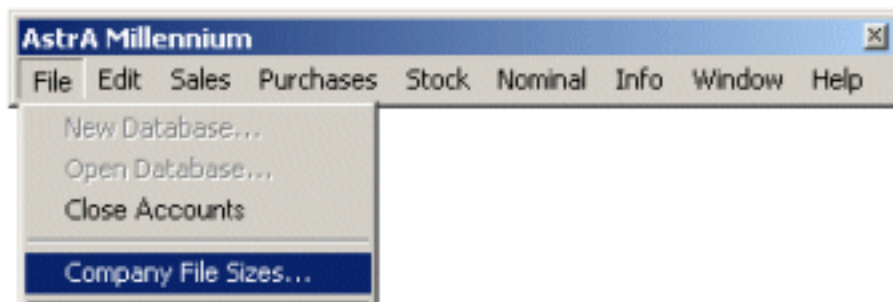
If the password is correct the password window will disappear leaving the menu bar with the sections available at that password level. If it is a new database which is being opened, passwords have not yet been set up so leave the password blank and click the OK button on the ribbon menu.

## Close

To use a different company database from the one currently being used, first close the current file, then open the new one. The name of the currently open database will be shown on this menu, eg Accounts.

## Company File Sizes

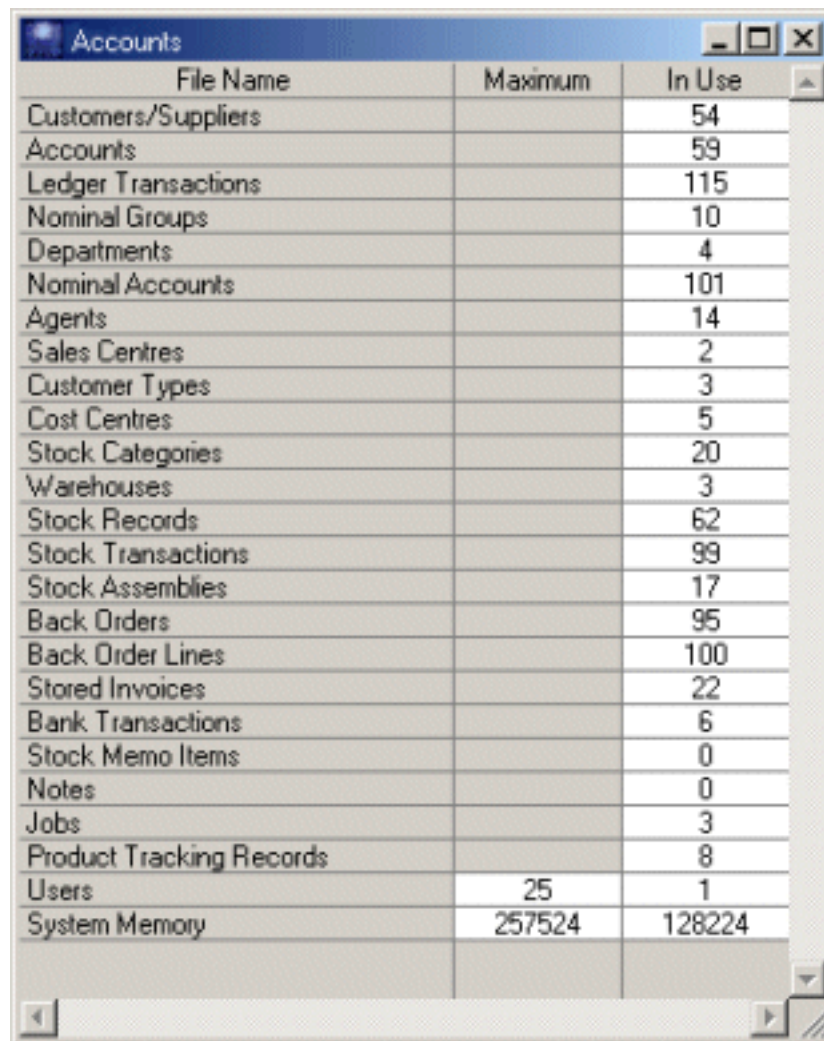
This option can be selected at any time to show the name and current usage of the database and the amount of computer memory in use.



**Company File Sizes menu**

The window shows the allocated number of database records and the amount of each in use.





File Name	Maximum	In Use
Customers/Suppliers		54
Accounts		59
Ledger Transactions		115
Nominal Groups		10
Departments		4
Nominal Accounts		101
Agents		14
Sales Centres		2
Customer Types		3
Cost Centres		5
Stock Categories		20
Warehouses		3
Stock Records		62
Stock Transactions		99
Stock Assemblies		17
Back Orders		95
Back Order Lines		100
Stored Invoices		22
Bank Transactions		6
Stock Memo Items		0
Notes		0
Jobs		3
Product Tracking Records		8
Users	25	1
System Memory	257524	128224

**Company File Sizes menu**

## **Serial Barcode Reader (Macintosh Only)**

**ASTRA** has the facility to read ASCII data (data sent as characters eg ABC 123) directly from the modem port of the computer. To use a Serial Barcode Reader or to import data through the modem port this menu item must be selected. The same option is also available in the POS File menu. When selected a tick appears against the menu item. Selecting it again removes the tick and disables the facility. PC users can also use a similar facility by using the Microsoft SerialKeys facility - please refer to your PC documentation and manuals for further information.



**Serial Barcode Reader menu**

Each user can have this option set independently of each other. The state of this Serial Barcode Reader 'tick' is automatically saved, ready for when the user restarts.

To use a printer connected to the modem port, disable the Serial Barcode Reader option to prevent the printer being confused with a barcode reader.


## Barcode Labels

This section of **ASTRA** is only available on a Macintosh. If you would like to be notified when this section becomes available for the PC, please send an email to [Sales@AstraAccounts.co.uk](mailto:Sales@AstraAccounts.co.uk) stating your company name and serial number. Barcode label production is detailed in the **Barcode Labelling** manual. Setting up the barcode label stationery is detailed in the Setup section of this manual.

## Setup

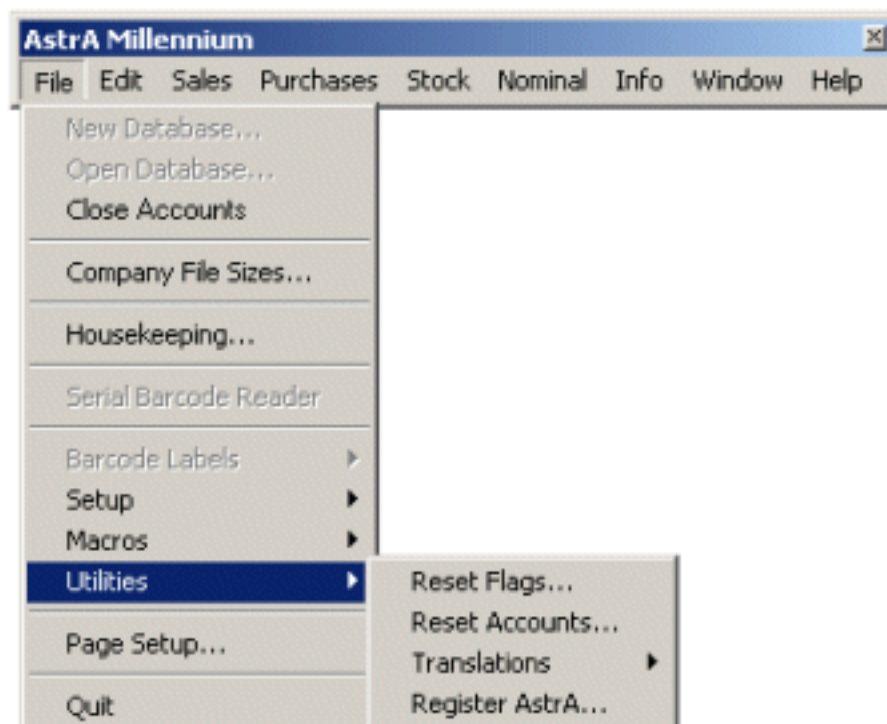
Please refer to the previous section called 'Setup' for details and instructions on how to proceed with the complete system setup.

## Macros

**ASTRA** can perform repeated, specific and automated tasks using the Macro section. Front ends in such as FileMaker and  Hypercard can be created by the end user to generate the required text files containing the instructions. Data may also be transferred from another system using Macros. This ensures high data integrity as all transactions are performed through **ASTRA's**

windows. Please refer to the separate **Macros** manual for more information and instructions.

## Utilities



**Utilities menu**

### Warning

**Please carefully note the following before using any of the following menu items.**

This section must not be used by unauthorised or untrained personnel as there is the real possibility that the data **could be corrupted or destroyed**. The Utilities section **should not** be used if other users are logged onto the system. Always **ensure that a backup of the database** has been made before proceeding with any section in Utilities.

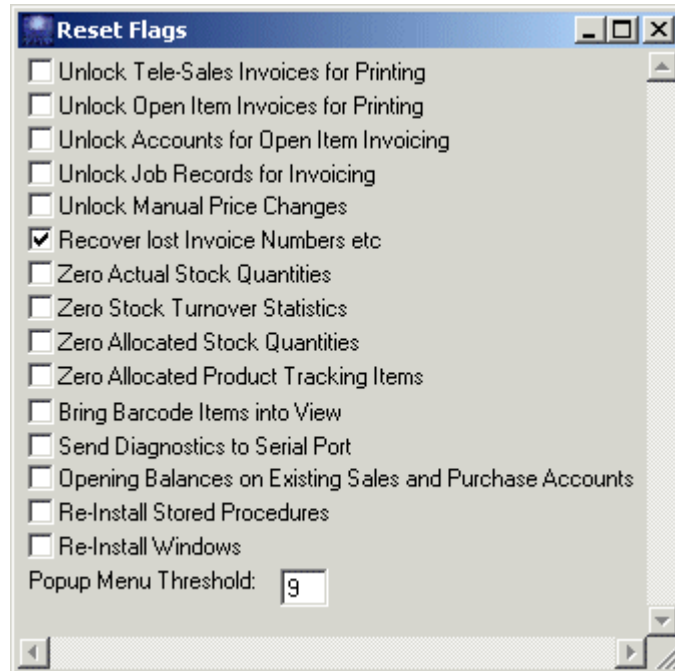
As the actual data in the accounts file can be altered at the 'raw data' level, it is recommended that only a suitably trained dealer or S&S are allowed to enter this section.

### Auditors Note

If any data is changed a comment to that effect is printed on the next relevant transactions journal, giving the date and time the data was altered to enable the supervisor to be queried as to why the changes were made. Each transactions journal is serially numbered so each page should follow on consecutively.

## Reset Flags

This unlocks any flags that may have been left locked following equipment failure or loss of mains power whilst using **ASTRA**. Ensure that there are no other users logged onto the system before resetting any flags.



**Reset Flags window**

Select the flags to be reset. Dimmed lines indicate that those flags are not affected.

**Unlock Tele-Sales Invoices for Printing** - this section is locked to prevent more invoices being added to the list whilst printing the invoices. If a fault occurs during the print run, this flag will be left locked.

**Unlock Open Item Invoices for Printing** - this section is locked to prevent more invoices being added to the list whilst printing the invoices. If a fault occurs during the print run, this flag will be left locked.

**Unlock Accounts for Open Item Invoicing** - this section is locked whilst issuing stock to a customer's open item invoice to prevent more items being added to that invoice elsewhere. If a fault occurs during this operation, this flag will be left locked.

**Unlock Job Records for Invoicing** - this section is locked whilst issuing stock to a customer's job to prevent more stock being added to that particular job. If a fault occurs during this operation, this flag will be left locked.

**Recover lost Invoice Numbers etc** - each user is given a unique, sequential invoice number, job number, voucher number, etc. If an invoice was cancelled, for instance, the unique number is re-used by **ASTRA**. If a fault occurs before this number is reused it is temporarily lost. Select this reset option to recover up to a maximum of 100 lost numbers. They are held in a location called the

Invoice Bucket and may be seen by 'dumping' the invoice bucket report.

**Zero Actual Stock Quantities** - all stock records will be set to zero if this utility is selected. This could be used, for instance, if after completing a full stock check, it is required to re-enter the actual stock levels.

**Zero Stock Turnover Statistics** - zero stock turnover details.

**Zero Allocated Stock Quantities** - stock is allocated during invoicing or issuing to a job, but the actual stock levels are only updated when the transaction is filed. If the invoice is cancelled the amount allocated is 'returned' to stock. However, if a fault occurs whilst invoicing select this reset option to zero any amounts which remain incorrectly allocated.

**Zero Allocated Product Tracking Items** - serial numbers are allocated during invoicing or issuing to a job, but the actual serial number records are only updated when the transaction is filed. If the invoice is cancelled the serial number allocated is cancelled and unused. However, if a fault occurs whilst invoicing select this reset option to zero any serial numbers which remain incorrectly allocated.

**Bring Barcode Items into View** - select and file this if, when using Barcode labelling to create a label, the barcode itself does not appear within the specified label area.

**Send Diagnostics to Serial Port** - this is used for development only.

**Re-Install Stored Procedures** - to install or update the command instructions on the main server.

**Re-Install Windows** - to install or update the windows visualisations on the main server.

**Popup Menu Threshold** - this value will determine at what point the popup menu becomes a popup list. A popup list is easier to manage than a popup menu when there are multiple items. Enter a threshold value where this change should occur.

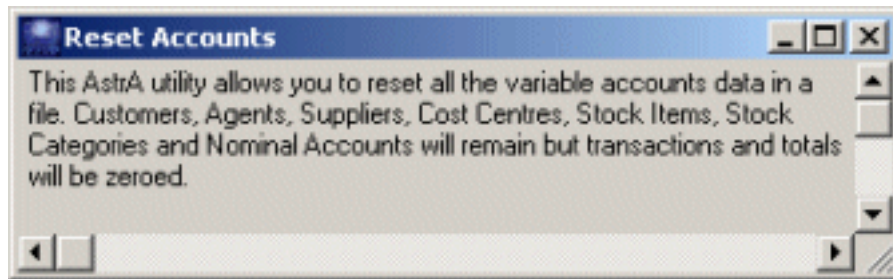
Press the enter key or click the OK button on the ribbon menu to proceed to file the details.

## Reset Accounts

To help familiarisation with **ASTRA**, your dealer may have advised that all of the facilities are tried out by first creating dummy invoices, issuing stock to dummy jobs, etc.

Once familiar with the system and ready to 'go live', use this utility to reset all the variable accounts data such as turnover, balances, transactions etc, but leaving all the fixed headings of Customers, Agents, Suppliers, Cost Centres, Stock, Stock Categories and Nominal Accounts intact and ready to use - so that there is no need to enter the details again.

Ensure that there are no other users logged onto the system whilst performing the Reset Accounts function.



**Reset Accounts window**

**Warning - reset data cannot be recovered** so ensure this is what is actually required before proceeding. Never perform this on a 'live' database and always take a backup first. Only a responsible and fully trained person should use this facility.

### **Export Stationery**

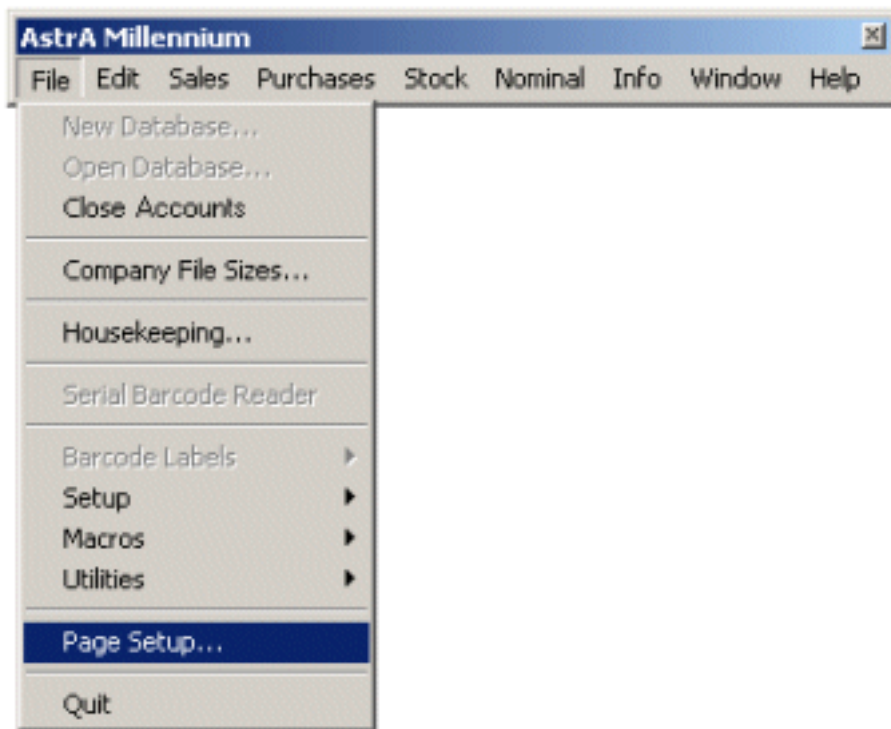
Allows current stationery setup to be saved as an SQL file which can then be put into a new database using the Execute SQL Script Utility.

### **Execute SQL Script**

This is a built in utility to execute an SQL script. Enter the path name of the Script and click OK to execute the instructions in the file.

## **Page Setup**

This is used to display the standard printer page setup. 🍏 This uses the Page Setup as selected by the standard Chooser and is used for any reports which have specified Chooser as the printer driver in the Stationery Setup.



**Page Setup menu**

## Quit

When you have finished using **ASTRA**, choose quit. This closes all windows and exits the system in an orderly manner to ensure that no flags or data are left incorrectly set.

**Important** - never be careless and simply switch off the computer. Always correctly quit from **ASTRA**, otherwise flags could be left set, invoice or voucher numbers could be lost and damage could be caused to the database.



# Edit Menu

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This follows the familiar user protocols to enable the easy transfer of data from field to field. Note the keyboard short cuts that are available 🍏 'command' key and 'c' key or ⌘ 'Ctrl' and 'c' key held down together in order to perform a copy.

Edit	
Undo	⌘Z
Cut	⌘X
Copy	⌘C
Paste	⌘V
Clear	
Duplicate	⌘D
Select All	⌘A
Replicate	⌘K
Free Text	⌘J
✓ Ribbon Menu	
Company Name	

**Edit menu - Macintosh**

Edit	
Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	Del
Duplicate	Ctrl+D
Select All	
Replicate	
Free Text	Ctrl+J
✓ Ribbon Menu	Ctrl+R

**Edit Menu - PC**

Data can be copied and pasted from **ASTRA** into a 🍏 Scrapbook, ⌨ Wordpad or other applications and vice versa. When pasting data into fields, such as a customer account code, **ASTRA** will convert it to upper case and restrict the number of characters being pasted to the maximum for that field.

**Undo** - restores the original data into a field and undoes the last typing.

**Cut** - removes the selected text and places it onto the clipboard ready for pasting elsewhere.

**Copy** - copies the selected text and places it onto the clipboard ready for pasting elsewhere.

**Paste** - places a copy of the text, already on the clipboard, into the selected field.

**Clear** - deletes the selected text without placing it onto the clipboard. Note that there is no keyboard short cut, in order to prevent an accidental deletion.

**Duplicate** - places the text taken from the last entered field into the current field. It is a useful feature when wishing to print a report for an individual account. Enter the account code in the 'Start at' field, press tab to place the cursor into the 'End at' field, then press the 'command' and 'd' keys. The entered code from the first field will now appear in the second field.

**Select All** - selects the whole of the text within the current field.

**Replicate** - can be used when you wish to replicate an entered value, eg if you want to enter the same budget amount into all 12 months of a nominal account budgets window. Enter the required amount into one month then choose replicate. If you wish to enter a yearly figure and have this automatically divided into each month, use the keyboard short cut 'shift command k'. This first divides the amount by 12 then replicates it.

**Free Text** - when ticked enables the entry or pasting of large blocks of text onto a sales invoice. Text items can also be entered without the need for a quantity - see invoicing setup. The text box position on the invoice, font, style and size are customisable - see custom invoice stationery setup. These facilities are useful for companies and professional practices who invoice services and time rather than stock items. Please refer to the **Sales** manual for further details.

**Ribbon Menu** - when ticked displays the Ribbon Menu.

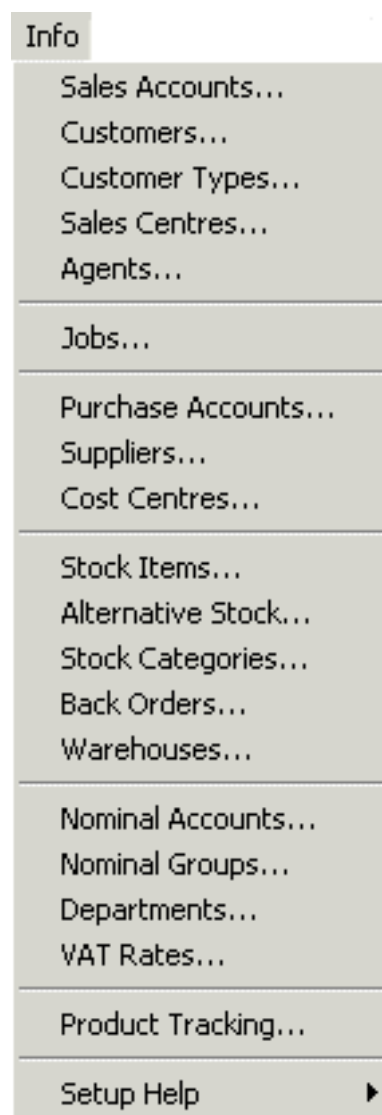
 **Company Name** - when ticked displays the Company Name.

# Info Menu

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**ASTRA** provides a continuous on line help feature under the Info menu section. Info windows contain information to assist day-to-day work and can be accessed by the relevant Info menu. New information is placed into Info automatically each time a new or existing record is created or modified.

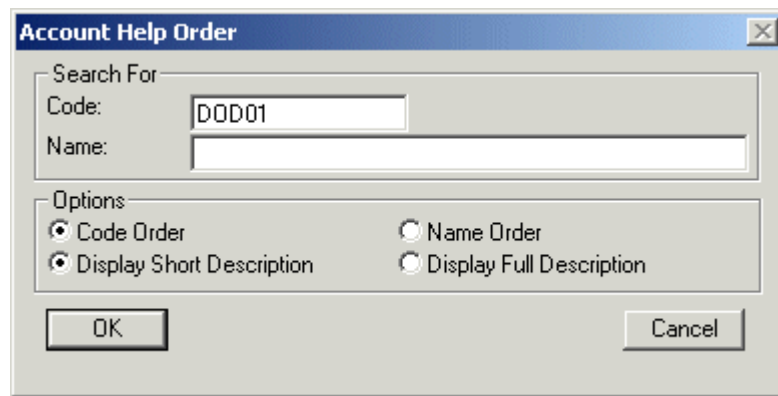
Windows can be brought out individually as required, or all together, and can be placed anywhere on the screen to take advantage when using a large screen.



**Info menu**

## Locating Info Items

The following example shows the Info window for Sales Accounts.





The 'Account Help Order' dialog box has a title bar with a close button. It contains two input fields: 'Search For Code:' with the text 'DOD01' and 'Name:' which is empty. Below these is an 'Options' section with four radio buttons: 'Code Order' (selected), 'Name Order', 'Display Short Description' (selected), and 'Display Full Description'. At the bottom are 'OK' and 'Cancel' buttons.

**Account Help window**

**Code** - enter the account code you wish to find.

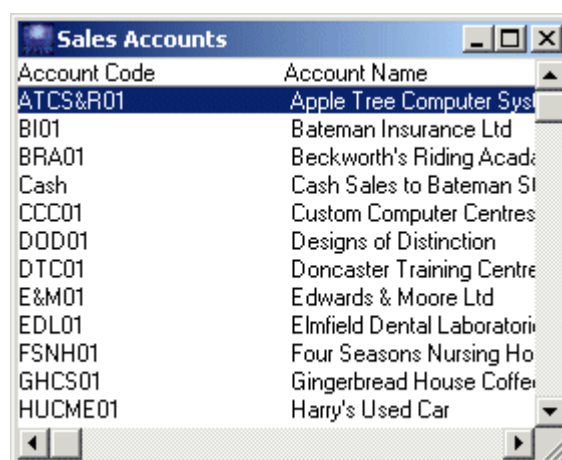
**Name** - enter the Name you wish to find.

If either the Code or the Name are unknown, click OK and all the Sales Accounts will be displayed. To restrict the number of records found to a particular set, eg to find Accounts that have DE in the name, enter DE% in the Name field and click OK. The % indicates a wildcard character that will match any number of character that appear after the DE. If the % is put before the DE then only accounts that end with DE will be displayed. This method can also be use to find an account code or name where only a few of the characters are known from the middle, eg S&S Systems Ltd could be found using an entry such as %yst%. A second wildcard '\_', the underscore can also be used to replace a single character, eg \_ystems. An additional keyboard shortcut is to hold down the  Option or  Ctrl & Shift keys when selecting the Info menu, which will bypass the search dialog and display the full list directly.

**Code Order** - the Info listing will be produced in alpha-numeric Code Order.

**Name Order** – the Info listing will be produced in alpha-numeric Name Order.

The following window will be produced when the OK button is clicked showing the selected range of accounts.



The 'Sales Accounts' window displays a list of accounts. The first entry, 'ATCS&R01', is highlighted. The list includes account codes and names, with some truncated on the right side of the window.

Account Code	Account Name
ATCS&R01	Apple Tree Computer Syst
BI01	Bateman Insurance Ltd
BRA01	Beckworth's Riding Acad
Cash	Cash Sales to Bateman St
CCC01	Custom Computer Centres
DOD01	Designs of Distinction
DTC01	Doncaster Training Centre
E&M01	Edwards & Moore Ltd
EDL01	Elmfield Dental Laborator
FSNH01	Four Seasons Nursing Ho
GHCS01	Gingerbread House Coffe
HUCME01	Harry's Used Car

**Sales Accounts Info window**

## Scrolling

When a Info window is first opened, it is displayed as a small window. It can then be resized or scrolled horizontally and vertically as required, using the scroll bars or the four cursor arrow keys, in order to show additional information. Vertical scrolling can also be performed by selecting one line in the Info window and dragging the mouse whilst holding down the mouse button.

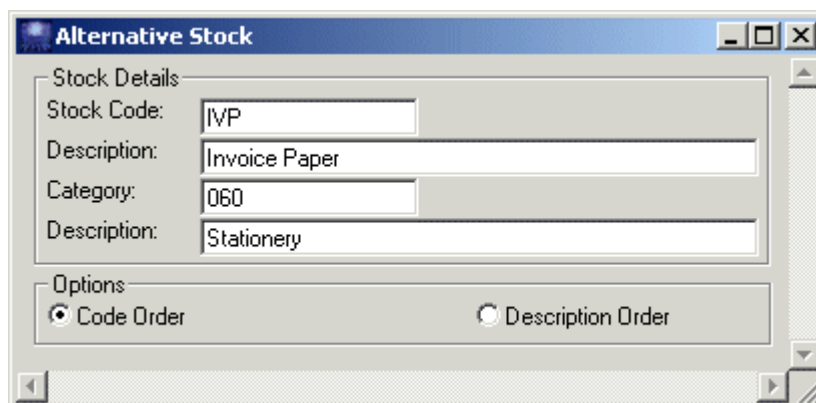
## Automatic Entering of Information from Help

Automatic entering of data into a field can be achieved by double clicking on the relevant Info line, or by pressing the enter key whilst the Info line information is highlighted. For example, when searching Info for a particular customer account code during invoicing, press enter when the correct line is highlighted in the Info window and the account code will be automatically transferred to the invoicing window.

Other Info items that are available are:

Customers, Customer Types, Sales Centres, Agents, Jobs, Purchase Accounts, Suppliers, Cost Centres, Stock Items, Alternative Stock, Back Orders, Warehouses, Nominal Accounts, Nominal Groups, Departments, VAT Rates, Product Tracking, Setup Help, Close ALL Windows and Close Active Window. Each of these Info items work in the same way as described above with the exception of:

### Alternative Stock



**Alternative Stock window**

If a stock code is entered in the Stock Code field, the stock description, category number and category name will be displayed. Click OK or press the enter key to display the Info window containing all stock items within the same category.

If no stock code was entered and the tab key only was pressed, the cursor will move to the Category field, where the required category number can be directly entered. Click OK or press the enter key to display the Info window containing all stock items within the same category.

## Back Orders

This Help facility is to give the Sales and Purchase status of a stock item. It is useful when dealing with such as telephone sales enquiries and a particular item is out of stock. Callers will usually want to know when the item can be supplied. Open this Info window and enter the stock code. The window will display the current quantity in stock, together with details of how many are on Purchase and Sales Back Orders and from whom.

The screenshot shows a software window titled "Back Orders". At the top, there are input fields: "Warehouse:" with a dropdown menu showing "Warehouse 01", "Stock Code:" with the value "5943856756323", and a text field containing "USB Multiport Hub". Below these are "In Stock:" with the value "1.00" and "Quantity Available:" with the value "1.00". The main area contains two tables. The first table, "Purchase Back Orders", has columns: Supplier, Supplier Name, Order No., Date, Order Qty, Balance, and Due. It lists one order from ACUK01 (Apple Computer (UK) Ltd) for 3 units on 16/5/2002, with a balance of 5.00. The second table, "Sales Back Orders", has columns: Customer, Customer Name, Order No., Date, Order Qty, Balance, and Due. It lists two orders: one from BI01 (Bateman Insurance Ltd) for 2 units on 16/5/2002, and another from E&M01 (Edwards & Moore Ltd) for 1 unit on 16/5/2002. Both have a balance of 2.00 and 1.00 respectively. Totals are shown at the bottom of each table: "Total on Purchase Back Order: 5.00" and "Total on Sales Back Order: 3.00".

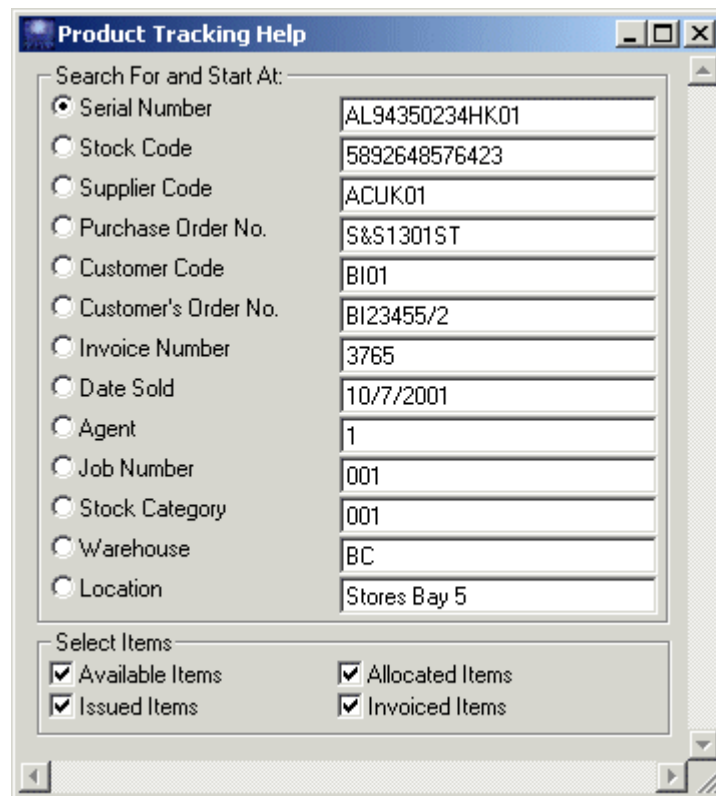
Supplier	Supplier Name	Order No.	Date	Order Qty	Balance	Due
ACUK01	Apple Computer (UK) Ltd	3	16/5/2002	5.00	5.00	16/5/2002
Total on Purchase Back Order:				5.00	5.00	

Customer	Customer Name	Order No.	Date	Order Qty	Balance	Due
BI01	Bateman Insurance Ltd	84	16/5/2002	2.00	2.00	16/5/2002
E&M01	Edwards & Moore Ltd	85	16/5/2002	1.00	1.00	16/5/2002
Total on Sales Back Order:				3.00	3.00	

### Back Orders Info window

The Purchase and Sales Back Orders are displayed in a split window to enable them to be scrolled and viewed individually.

## Find PT (Product Tracking)



**Product Tracking Help**

Search For and Start At:

- ☒ Serial Number: AL94350234HK01
- ☐ Stock Code: 5892648576423
- ☐ Supplier Code: ACUK01
- ☐ Purchase Order No.: S&S1301ST
- ☐ Customer Code: BI01
- ☐ Customer's Order No.: BI23455/2
- ☐ Invoice Number: 3765
- ☐ Date Sold: 10/7/2001
- ☐ Agent: 1
- ☐ Job Number: 001
- ☐ Stock Category: 001
- ☐ Warehouse: BC
- ☐ Location: Stores Bay 5

Select Items

- ☒ Available Items
- ☒ Issued Items
- ☒ Allocated Items
- ☒ Invoiced Items

**Find Product Tracking Info window**

Enter the required search criteria then click OK or press enter to display the relevant records in the previous List Available Info window. Please refer to the **Product Tracking** manual for further details on the search criteria.

## Close All Windows

Select this to close all the windows that are open.

## Close Active Window

Select this to close the currently active window. All other windows will be left open.



# Index

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A.....	.....
Account On Hold .....	22
Account Over its Credit Limit .....	23
Accounts System Responsibility .....	11
Active window .....	20, 21
Adverts.....	44
Ageing periods.....	37
Agents Details .....	30
Allow Customer's Menu .....	41
Allow Negative Stock .....	36
As Ordered Previously .....	37
ASCII characters .....	72
ASCII data.....	92
Ask for Customer I.D.....	41
Auditors .....	94
B.....	.....
Back Orders .....	104
Backing Up Data .....	9
Backup	
Unit.....	9
Backup .....	94
Balance Sheet Layout.....	81
Barcode labelling.....	96
Barcode labels.....	93
Barcode reader.....	73
Barcode Reader .....	92
Baud rate .....	74
Baud Rate .....	72, 73
C.....	.....
Cancel data .....	18
Carriage Return .....	74
Cash Accounting	
Tax.....	26
Cash drawer	
Opening.....	43
Cash Drawer .....	43
Changing a Tax Rate .....	46
Chooser.....	56
Chooser.....	24
Chooser.....	56
Chooser.....	60
Chooser.....	97
Clear .....	99
Clipboard .....	99
Close Active Window.....	105
Close All Windows .....	105
Closing	
Database .....	91

Closing	
A window .....	20, 21
The Network .....	11
CLR.....	18
Comma Delimited File	
Printing to .....	24
Company Details .....	33
Name and Address.....	33
Computer memory in use .....	91
Copy .....	99
Cost centres .....	30
Cost price.....	54
Country.....	47
Country Codes .....	30
Credit Note Number .....	35
Currencies .....	83
Currency .....	30
Cursor keys.....	18
Custom layouts .....	10
Customer .....	30
Customers	
Opening balances .....	31
Cut .....	99
D.....	
Data Bits.....	72, 74
Data Entry .....	74
Data integrity .....	93
Database	
Number of records .....	91
Usage .....	91
Dates .....	25
Decimal delimiter .....	75
Department.....	30
Different versions of ASTRA.....	10
Display Company Name in Window Titles .....	34
Display Unit.....	43
Drag box .....	20, 21
Dummy invoices.....	96
Duplicate .....	99
Duplicating data.....	18
E.....	
Electricity	
Emergency power supply .....	9
Entering Data into a Window.....	22
Entering information .....	29
Transactions Dates.....	30
Year Start and Year End Dates .....	29
Entering Information	
Dates.....	25
Excel	
Printing to .....	24
F .....	
File Locations .....	77, 78

Filemaker .....	93
Filing data .....	20, 21
Flags .....	95, 98
Floor Limit .....	48
Fonts .....	8
For Period pop-up menu .....	26
Foreign Currency .....	41
Free Text .....	100
Full Stock Descriptions .....	41
Full Stock Issue .....	36
G.....	
GST.....	45
H.....	
Hard disk	
Size .....	10
Highlighted button .....	18
Housekeeping.....	87
Hypercard .....	93
I .....	
Icons .....	13
Illustrations	
General	
ASTRA Icons .....	13
ASTRA Menu Headings .....	14
Clicking the Zoom Box .....	20, 21
Highlighted button .....	18
Mouse, Tick and Cross Cursors.....	18
Resizing a window.....	20, 21
Menus	
Account Help window.....	102
Barcode Labels Setup .....	58
Company File Sizes .....	91
Edit menu.....	99
Help menu .....	101
Housekeeping .....	86
Month Pop-up menu .....	26
New, Open and Close .....	90
Nominal Reports Setup .....	58
Open menu.....	28
Page Setup.....	98
Purchase Reports Setup.....	57
Sales Reports Setup .....	57
Serial Barcode Reader.....	93
Setup.....	32
Stationery Setup .....	55
Stock Reports Setup .....	58
Utilities.....	94
Windows	
Account On Hold .....	23
Account Over its Credit Limit .....	23
Advert Details .....	44
Alternative Stock.....	103
Back Orders Help.....	104

Balance Sheet Layout window .....	81
Barcode Reader Setup.....	73
Cash Drawer Setup.....	43
Change Paper Message.....	25
Company Details.....	33
Country Codes .....	47
Currencies window .....	83
Customer's Delivery Labels Stationery Setup.....	70
Empty Field Error Message .....	19
Income Methods.....	48
Incorrectly Entered Date Message .....	26
Invoicing Defaults & Options.....	35
Job Setup .....	62, 63, 64
Languages window.....	82
Localisation window.....	75
New Database .....	28
Nominal Accounts Layout window.....	81
Nominal Accounts window .....	80
Open Database .....	29
Page Setup.....	61
Password window.....	90
Plain Paper Stationery Setup.....	69
Point of Sale Setup.....	40
POS Display Unit Setup .....	44
POS Serial Tally Printer Setup.....	72
POS Setup window.....	39
Print window.....	23
Printer Drivers .....	56
Purchase Ageing Terms .....	38
Purchase Order Setup.....	53
Reset Accounts .....	97
Reset Flags .....	95
Sales Accounts Help .....	102
Sales Ageing Terms .....	38
Sales Invoice Stationery Setup .....	59
Tax Rates.....	46
Transactions window .....	50
Window Colours window .....	84
Year End.....	89
Windows:.....	65
Importing data .....	92
Installation.....	11
Installing astra.....	8
Invoice Filing.....	42
Invoice Message .....	36
Invoice Number .....	35
Invoices	
Custom Layout .....	64
Invoices:.....	67
Invoicing .....	34
J .....	
Job Setup.....	62
Jobs	

Details.....	31
K.....	
Keyboard	
Short cuts .....	99, 101
Keyboard.....	18
L .....	
Labels .....	69
Sheets of .....	71
Size .....	71
Languages.....	30, 82
Laser scanner.....	73
Late journal entries .....	89
Late transactions .....	89
Launching ASTRA .....	27
Line Feed .....	74
Localisation.....	74
Lost Invoice Numbers .....	95
M .....	
Macintosh protocols .....	18
Macro files .....	10
Macros .....	93
Making windows.....	20, 21
Menu headings.....	14
Menu Permissions .....	11
Message windows .....	22
Monetary amounts .....	74
Mouse .....	18
Multi-user system .....	6, 11
MWST .....	45
N.....	
Network system.....	11
New	
Versions of astra.....	5
New	
Database .....	90
Stock.....	31
New Groups .....	30
Nominal Accounts	
Opening Balances.....	31
Nominal Accounts Layout.....	80
Nominal Groups .....	30
O.....	
On hold.....	51
Opening a Database .....	28
Opening an accounts database.....	90
Opening Stock.....	31
Opening Work in Progress .....	31
Order Number .....	37
P .....	
Page Setup .....	60, 71, 97
Parity .....	72, 74
Passwords .....	90
Paste.....	99

Plain paper reports	
Footers .....	69
Setup parameters .....	69
Point of Sale .....	39
Point of Sale Invoice .....	42
POS.....	40
Barcode reader .....	73
Invoices .....	41
Prices .....	42
Printer .....	42
Simultaneous sales.....	41
Type of printer .....	71
PPC Toolbox	
Printing to .....	24
Price Lookup Only .....	36
Print	
Tax Analysis .....	37
Print Tax Analysis .....	41
Printer	
Drivers .....	59
Printer	
Drivers .....	56
Selection.....	24
Printers .....	56
Printers .....	23
Printing	
Width and Depth .....	60
Product tracking .....	105
Prompt for Back Order .....	36
Proportional fonts.....	22
Purchase Ageing Terms .....	38
Purchase order	
Number .....	53
Prefix and suffix .....	53
Purchase Order .....	53
Q.....	
Query Negative Stock .....	41
Quitting from astra.....	98
Quitting from astra.....	11
R.....	
Receipts	
Advertising messages.....	42
Numbers .....	41
Remove	
Completed Jobs .....	88
Completed Purchase Orders .....	87
Completed Sales Orders.....	87
Invoiced Stock Items .....	88
Price Changes.....	88
Purchase Order Transactions.....	88
Sales Order Transactions.....	88
Sales Transactions .....	87
Spooled and Tele-Sales Invoices.....	88

Stock Adjustments .....	88
Stock Receipts .....	88
Replicate .....	100
Reports	
Customised .....	57
Full list.....	57
Reports	
Printing .....	23
Headings .....	24
Reports .....	23
Reset accounts data .....	96
Reset flags.....	95
Reset Flags.....	95
Resizing	
Window .....	20, 21
S .....	
Sales	
Messages .....	44
Tax rates .....	45
Sales	
Ageing Terms.....	37
Ledger .....	31
Sales Centre.....	30
Sales invoice	
Prefix and suffix .....	35
Sales Invoices Setup menu .....	58
Sales Order .....	52
Sales Staff Details .....	30
Saving changes in a window .....	22
Screen	
Shots.....	13
Screen	
Printing to .....	24
Scrolling.....	103
Select All .....	100
Serial Tally Printer .....	71
Settlement	
Percent.....	36
Period.....	36
Setup .....	93
Setup .....	32, 43
Short or Long Messages.....	42
Single-user system .....	6
Software Update Maintenance .....	5
Space bar functions .....	19
Spooled Printing.....	41
Standard Deferred	
Tax.....	26
Standard Terms .....	35
Statement Message .....	38
Stationery Folder	
PICT	
Forms .....	10



PICT 2	
Forms .....	10
Stationery Setup .....	54
Stock	
Details	
Alternatives.....	103
Details	
Category number .....	103
Stock	
Help facility .....	42
Stock pictures .....	10
Stop Bits .....	72, 74
Store POS Invoices .....	40
Store POS Stock Transactions .....	41
Store Stock Transactions.....	37
SUM.....	5
Suppliers	
Opening balances .....	31
Suppliers and Purchase Accounts .....	31
System file .....	8
System Software.....	8
T .....	
Tab Delimited File	
Printing to .....	24
Tally roll printer .....	42
Tax	
Cash Accounting .....	26
Number .....	34
Quarter routines.....	85
Standard Deferred .....	26
Tax Period Ends .....	34
Telephone sales enquiries.....	104
Telephone Support .....	5
Text file .....	24
Text File	
Printing to .....	24
Thousands Symbol.....	75
Training .....	5
Transaction Dates	
Automatic update .....	49
Current, last or next financial year .....	49
Transactions journal .....	94
Transfer of data.....	99
U.....	
Undo Typing.....	99
Unlocking flags.....	95
Updating/upgrading astra.....	5, 7
Upgrading astra .....	6
Utilities section .....	94
V.....	
VAT.....	26, 34, 85
VAT.....	45
W .....	

Warehouse .....	30
Warning windows .....	22
Wildcard character .....	102
Wildcard%.....	102
Window colours.....	83
Windows .....	101
X.....	
Y .....	
Year End .....	49, 89
Z .....	
Zeroing quantities .....	96